

Ministry of Higher Education and Scientific Research Scientific Supervision and Scientific Evaluation Apparatus Directorate of Quality Assurance and Academic Accreditation Accreditation Department

Academic Program and Course Description Guide

:the introduction

The educational program is a coordinated and organized package of courses that include procedures and experiences organized in the form of study vocabulary, the main purpose of which is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner .program

The academic program description provides a brief summary of the main features of the program and its courses, indicating the skills that students are working to acquire based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone in obtaining program accreditation, and the teaching staff participates in writing it under the supervision of the scientific committees .in the scientific departments

This guide, in its second version, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester) system, in addition to adopting the description of the academic program circulated pursuant to the letter of the Department of Studies TTM 3/2906 dated 5/3/2023 regarding programs .that adopt the Bologna process as the basis for their work

In this regard, we cannot but emphasize the importance of writing a description of academic programs and courses to ensure the smooth .running of the educational process

:Concepts and terms

<u>Academic Program Description :</u> The academic program description provides a concise summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning .strategies

<u>**Course Description**</u>: Provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. It is .derived from the programme description

Program Vision: An ambitious picture of the future of the academic program to be .an advanced, inspiring, motivating, realistic and applicable program

explains the objectives and the activities required to **Program message:** It briefly achieve them, and it also identifies the paths and directions of the programme's .development

Program objectives: These are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and .observable

<u>Curriculum structure:</u> All courses/subjects included in the academic program according to the approved learning system (semester, year, Bologna track) whether they are required (ministry, university, college and scientific department) with the .number of academic units

acquired by <u>Learning outcomes</u>: A consistent set of knowledge, skills and values the student after successfully completing the academic program. The learning outcomes for each course must be determined in a way that achieves the program's .objectives

<u>and learning strategies</u>: It is the strategies used by a faculty member to develop They are plans that are followed to achieve learning . and learning student teaching objectives. That is, all classroom activities are described. And extracurricular to .achieve the learning outcomes of the program

نموذج وصف البرنامج الأكاديمي اسم الجامعة: جامعة جامعة الفرات الاوسط التقنية. الكلية/ المعهد: المعهد التقني/ ديوانية. القسم العلمى: قسم: تقنيات الادارة الصحية. اسم البرنامج الأكاديمي او المهني: الادارة الصحية. اسم الشهادة النهانية: دبلوم في تقنيات الادارة الصحية. النظام الدراسي: الاول؛ فصلي، الثاني: سنوي تاريخ اعداد الوصف: ٥ / ٢ / ٤٠ . تاريخ ملء الملف: ٢٥ / ٣ / ٢ التوقيع : التوقيع : اسم المعاون العلمي: أ.م. افراح عبد الواحد حي اسم رئيس القسم: أ.م .د. زكي محمد عباس د. ٤/٢/٢١: التاريخ : ٢٩/٢٠) . ٢ التاريخ ٢ . ٢ / ٢ . ٢ . دقق الملف من قبل شعبة ضمان الجودة والأداء الجامعي اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م. افراح رحيم عيدان التاريخ ٢٠١ ٢٠ ٢٠ التوقيع مصادقة السيد العميد c. c. 4/4/

Program vision .1

Graduating technical and administrative health cadres who have the ability to plan, organize, direct and monitor health services in a manner consistent with . the requirements of the Iraqi health reality

Program message .2

Preparing qualified technical cadres to support health management, who possess all administrative skills, planning, supervision, motivation, guidance, evaluation, monitoring, and emphasizing the need for coordination between health cadres and support cadres in hospitals for the purpose of making case systems and family medicine successful. Enabling the graduate to apply the information mechanization system and develop skills in using computers, the Internet, . English conversation, and medical terminology for diseases

Program objectives .3

This major aims to prepare the student in an appropriate manner that enables him/her to work in health institutions of various types and forms. The major :focuses on achieving the following objectives

- Developing the necessary behavioral and administrative capabilities and .1 skills, as well as public relations skills, among students of this specialization, and enabling them to apply modern concepts and theories in health management in their institutions, in a way that enhances their .job performance
- Enhancing the strategic thinking and strategic planning skills of students .2 in this major, which qualifies them to build effective strategic plans for .health institutions on solid foundations of high quality
- Introducing students of this specialization to the latest developments and .3 innovations in the fields of specialized health administrative knowledge,

building integrated health knowledge and culture on sound scientific and educational foundations among students, and deepening the relationship .between theoretical and applied aspects

- Building communication skills between students of this major and the .4 community by developing their abilities to hold health programs and .events for the target groups
- Introducing students of this major to the ethics, principles and foundations .5 .of health professions, leading to their commitment to these ethics

Programmatic accreditation .4

nothing

Other external influences .5

According to the needs of the labor market (the needs of the Department of .(Health

			Pro	gram Structure .6
* comments	percentage	Study unit	Number of	Program Structure
			courses	
General	%64	57	14	Institutional
				Requirements
help	%30.3	27	11	College
				Requirements
Specialized	%3	3	2	Department
				Requirements
	%2	2	1	Summer training
				Other

.Notes may include whether the course is basic or optional *

			Program	Description .7
Credi	t hours	Course name	Course code	Year/Level
practical	theoretical			
3	2	Accounting		
		Techniques1		
2	2	Preliminary		
		statistics 1		
2	2	Mail and Archives 1		
0	2	Arabic1		
2	1	Civil Service		The first
		Legislation1		The mot
0	1	Human Rights1		
0	2	English 1		
2	1	Calculator		
		Principles 1		

	1		1	
3	2	Health systems1		
2	2	Advanced Statistics		
		2		
2	1	Health		
		documentation2		
2	2	Edit messages2		
2	1	Calculator		
		Applications2		
3	1	Health Information		
		Technology2		
0	1	Baath crimes 2		
3	1	Principles of		
		Management 2		
3	2	Hospital Accounting		
		2		
3	2	Hospital		
		Management		
3	1	Civil Service		
		Legislation		
2	1	Hospital warehouse		
		management		Second
2	1	Business		
		correspondence		
2	1	Computer		
		applications		
1	1	Professional		
		conduct		
2	2	Community Health		
0	1	English language		
4	0	Word processing		
1	1	Professional		
		behavior		
2	0	Research project		
L	•	•	•	

Expected learning outcomes of the program .8

knowledge A- The A1- Managing incoming, outgoing and confidential mail A2- Methods and techniques of mail handling A3– Preserving archives A4- Archives Maintenance A5- Transfer and destruction of archives .A6– Use of office equipment, devices and materials **B-** Skills Providing graduates With the best types of theoretical and practical knowledge -1related to the specialty Developing the characteristics and skills of creativity, innovation and renewal -2for future leaders of health institutions Enriching knowledge and contributing to scientific progress in the field of -3health administration by conducting scientific research in a manner that keeps with developments field pace in that Meeting the development needs of qualified human resources in the field of -4. health administration

Teaching and learning strategies .9

- Theoretical lectures and the use of modern scientific methods in their -1 .presentation
 - . Practical exercises -2
 - .Computer aided visual aids -3
 - . Summer training -4

Evaluation methods .10

Theoretical exam -1

Practical exam -2

Oral questions -3

.Preparing reports -4

Faculty .11

Faculty members

					l'activy members
Faculty pro	eparation	Special requirements/skills (if any)	Specia	alization	Academic Rank
lecturer	angel		private	general	
	\checkmark		business	administration	A.M.D. Zaki
			management		Mohamed Abbas
	\checkmark		count	count	Asst. Prof. Dr.
					Mohammed Abdul
					Hussein Mohammed
	\checkmark		Organizational	business	A.M. Khairiya Abdel
			behavior	management	Fadl
	\checkmark		Financial	business	M. D. Mumal Hussein
			management	management	Juwaisim
	\checkmark		Organizational	business	Dr. Asmaa Abdel
			behavior	management	Wahid Malik
	\checkmark		Microscopic	Life Sciences	Ms. Nada Ahmed
			revival		Fayrouz
	\checkmark		Microscopic	Life Sciences	M. Riam Wissam
			revival		Hassan
	\checkmark		Biotechnology	Life Sciences	M.M. Marwa Ali Awda

✓	Public	General law	M.M. Mohammed
	international		Ghattar Dayekh
	law		
~	General law	law	Mr. Ahmed Basem
			Majeed
~	zoology	Life Sciences	M.M. Maysam Hilal
			Hassan

Professional development

Orientation of new faculty members

New members are guided through continuing education courses to develop scientific and .practical skills and experiences and orientation seminars

Professional development for faculty members

Caring for the faculty member in terms of scientific and professional preparation and -1 continuing to develop him to keep pace with scientific developments in the field of . specialization and in educational aspects

Development and advancement through continuous preparation and qualification -2

. processes . By entering a number of qualifying courses

.Holding courses on teaching methods -3

.Providing a large number of fellowships and missions outside the country -4

Acceptance Criteria .12

.According to the central admission plan

The most important sources of information about the program .13

Scientific books -1

.Specialized websites -2

Program development plan .14

.Providing the necessary specializations to cover the curricula -1

. Focus on scientific competencies -2

								Ρ	rogra	am Sk	ills (Chart			
		Req	uired lea	arning	outco	mes o	f the p	rogra	am						
	Val	ues			Sk	ills			know	ledge		Essential or	Course name	Course	Year/Leve
A4	A3	A2	A1	B 4	B3	B2	B 1	A4	A3	A2	A 1	গoptional		code	
*	*					*	*	*			*	Basic- Specialized	Accounting Techniques1		
	*		*		*	*			*		*	Basic- Specialized	Preliminary statistics 1		
*		*			*	*		*				Basic- Specialized	Mail and Archives 1		
	*	*	*	*	*	*		*	*	*	*	help	Arabic1		The first
*	*					*	*	*			*	Basic- Specialized	Civil Service Legislation1		
	*		*		*	*			*			General	Human Rights1		
*	*					*	*	*				General	English 1		
	*		*		*	*			*			help	Calculator Principles 1		

*	*			*	*	*			Basic- Specialized	Health systems1
	*	*	*	*			*	*	Basic- Specialized	Advanced Statistics 2
*	*			*	*	*			Basic- Specialized	Health documentation2
	*	*	*	*			*		help	Edit messages2
*	*			*	*	*		*	help	Calculator Applications2
*	*			*	*	*		*	Basic- Specialized	Health Information Technology2
	*	*	*	*			*	*	help	Baath crimes 2
*	*			*	*	*		*	Basic- Specialized	Principles of Management 2
*	*			*	*	*			Basic- Specialized	Hospital Accounting 2
	*	*	*	*			*		Specialized	Hospital management

*	*			*	*	*			Specialized	Community Health	
	*	*	*	*			*		Specialized	Service Legislation	
*	*			*	*	*			Specialized	Hospital warehouse management	
	*	*	*	*			*	*	help	Research Project	
*	*			*	*	*		*	help	Business correspondence	Second
	*	*	*	*			*		help	Computer Applications	
*	*			*	*	*			help	Word processing	
*	*			*	*	*		*	help	Professional behavior	
	*	*	*	*			*	*	help	English language	

.Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed •

Course Description Form : Course name .1 Mail management and electronic archiving Course code .2 : Chapter/Year .3 Stage 1 - First Course Date this description was prepared .4 2024/25/3 Available attendance forms .5 Daily work Number of study hours (total) / Number of units (total) .6 theoretical + 2 practical = 4×15 weeks = 60 hours (study course) 2 Name of the course administrator (if more than one name is mentioned) .7 dw.khry@etu.edu.iq :Email A -Name: Asst. Prof. Dr. Khairiya Abdul Fadhel Al objectives Course .8 e student is able to practice incoming, outgoing and confidential mail Subject objective procedures, storage procedures and office work in health institutions Teaching and learning strategies .9 Strateg Continuously attending continuing education courses to -.develop his experiences and skills Change the workplace from time to time so that it does not become a routine job and acquires new skills in a new job. Course structure **Evaluation** Learning method Name of the unit Required Watches Th method or topic learning wee outcomes 16

		Mail and Archiving	Create a	hours 4	1
		Management –	general idea	per week	
		Concept and	about the	-	
		Importance	importance of		
0 1 1 1	Lectures	1	documentation		
Oral and written	Theory and		since the		
test	Theory and practice		previous		
	practice		Sumerian,		
			Babylonian		
			and Assyrian		
			.eras		
	Theoretical and	Objectives and	Learn how to	hours 4	2
	practical lectures	duties of the Postal	achieve the	per week	2
	practical fectures	and Archiving	mail goals of	per week	
Oral and written		Department	management		
test		Department	and archiving		
			and aroniving		
	Theoretical and	Incoming and	Sources of	hours 4	3
	practical lectures	outgoing mail	incoming mail	per week	
	1	procedures	and the	1	
		1	difference in		
			nature from		
			one facility to		
			another. The		
			state's interest		
			in developing		
			its various		
			facilities in		
Oral and written			incoming mail		
test			and applying it		
			practically.		
			The purpose of		
			registering in		
			the incoming		
			register,		
			identifying the		
			specifications		
			of outgoing		
			mail and		
			registering		
			outgoing books		
			in the outgoing		

		-	-		
			register and how to deal with .attachments		
Oral and written test	Theoretical and practical lectures	Confidential mail - its concept - its importance / its procedures	What is meant by confidential information security and how to ensure that confidential information is ?not disclosed	hours 4 per week	4
Oral and written test	Theoretical and practical lectures	Classification - its concept and classification methods - Indexing its concept - / Arabic and English indexing rules	Organize archives building On what is similar or different in it to access it when needed easily and quickly - identifying the topics or names of people or names of places and establishments as well as determining the final form of the name	hours 4 per week	5
Oral and written test	Theoretical and practical lectures	Memorization and its types - Memorization methods, memorization steps and procedures	Storing documents, papers and correspondence in a system that ensures their safety and easy access	hours 4 per week	6

	Theoretical and	Practical	Practical	hours 4	7
	practical lectures	applications	applications	per week	
	-			-	
			About the		
			methods of		
			memorization,		
			the		
			alphabetical		
			and numerical		
			•.methods, etc		
Oral and written			and learning		
test			how to open		
			files for		
			people, topics,		
			and guidance		
			cards, and		
			-		
			using the number		
			register and		
			alphabetical		
			.indexes		
	Theoretical and	Indexes - Types of	Application to	hours 4	8
	practical lectures	Indexes	the general	per week	
	practical feetales	muerces	index, the	per week	
			alphabetical		
Oral and written			subject index		
test			and the		
			alphabetical		
			numerical		
			index of names		
	Theoretical and	Practical	View index	hours 4	9
	practical lectures	applications	forms	per week	
Oral and written	*			1	
test			And how to		
			arrange them in		
			a practical way		
	Theoretical and	Correspondences	Learn the	hours 4	10
	practical lectures	and archiving	correct writing	per week	10
	practical icetures	methods	methods - and	Per week	
Oral and written		methods			
test			official		
			correspondence		
			between		
		1	departments	1	i i

	Theoretical and	Alternatives -	loaned records	hours 4	11
	practical lectures	Follow-up of	replacement	per week	
0		loaned archives -	system is the		
Oral and written		Preservation of	cards or files		
test		other materials	that the loaned		
		other than)	records clerk		
		(correspondence	places in the		
			Learn about the	hours 4	12
			destruction	per week	12
		Destruction of	law, its	per week	
		archived mail	instructions,		
Oral and written	Theoretical and		and the		
test	practical lectures		preservation of		
1051			archives from		
			chemical,		
			natural, and		
			.human factors		
	Theoretical and	Planning and	Develop a plan	hours 4	13
	practical lectures	designing the	for the location	per week	
		archives location	of departments,		
			determine the		
			locations of		
			employees,		
Oral and written			furniture,		
test			office		
			equipment, and		
			prepare		
			appropriate		
			conditions for		
			the work		
			.environment		
		Manpower in the	Characteristics	hours 4	14
		Archives	of people	per week	
		Department	working in	1	
	Theoretical and	Devices and	archives		
Oral and written	practical lectures	equipment used in	management		
test	praetical icetures	the field of	and practical		
		preservation	application		
			with devices		
			and equipment		

Oral and written test	Theoretical and practical lectures	Modern archiving systems	Learn about modern archival systems such as electronic archiving and .databases	hours 4 per week	15	
	Со	urse Evaluation .11	1	1	·	
	ributed out of 100 acc				laily	
p	reparation, daily, oral	-	-	c		
	Learning a	and teaching resources	.12			
Mail and Archive /	Mail and Archive / Samira Bashir Hassou / Karim Sadek Hassan 1986				ogy if	
The reality of pro	eservation and archivi	ng systems in Iraq	Main References (Sources)			
	Development Plan Res					
	nsulting and Administ		D 11			
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ww	w.mohe.gov.sa/ar/mir	<u>nistry</u>				

Course Description Form

administrative messages $\operatorname{Edit}/\operatorname{Course}$ name $\ .1$

Course code .2

method method or topic learning Writing the first Writing English the first Writing English the second Letters Setting the second English Letters the second ut an English the second English						
Available attendance forms / daily attendance .5 Number of study hours (total) / Number of units (total) .6 Total Practical Theoretical 4 2 2 Name of the course administrator (if more than one name is .7 (mentioned suhad.ameer.idi@atu.edu.iq :Email Aidi -Name: Suhad Abdul Ameer Al objectives Course .8 subject objecti ucate students, develop their thinking, and guide them to the right to It ali .path in terms of education and developing their scientific ide Teaching and learning strategies .9 Strat Course structure . Evaluation Learning method or topic learning uverting English Letters. Setting out an English Letters. Evaluation and provide the first Writing the first Writing out an English Letters. Exercises Letter. Exercises				Chapter /	First Course Fi	rst .3
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	Exercises		22			

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Getting a Job,	Fourth	Getting a Job,	Fourth	Getting a Job,	Fourth
Letters of Application, exercises	Fifth	Letters of Application, exercises	Fifth	Letters of Application, exercises	Fifth
Travel, Booking a Hotel, Making Appointments, Exercises	Sixth	Travel, Booking a Hotel, Making Appointments, Exercises	Sixth	Travel, Booking a Hotel, Making Appointments, Exercises	Sixth
	Seventh		Seventh		Seventh
Inquiries and offers Inquiries, Replying to	The eighth Ninth	Inquiries and offers Inquiries, Replying to Inquiries, Offers of	The eighth Ninth	Inquiries and offers Inquiries, Replying to	The eighth Ninth
Inquiries, Offers of Goods, Exercises		Goods, Exercises		Inquiries, Offers of Goods, Exercises	
Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	tenth	Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	tenth	Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	tenth
Methods of	eleventh	Methods of	eleventh	Methods of	eleventh
Payments, Invoicing,	twelfth	Payments, Invoicing,	twelfth	Payments, Invoicing,	twelfth
Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	thirteenth	Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	thirteenth	Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	thirteenth
Forging Trade, Methods of Payments in Foreign	fourteenth	Forging Trade, Methods of Payments in Foreign	fourteenth	Forging Trade, Methods of Payments in Foreign	fourteenth

Transactions,		Transactions	5,		Transactions,		
Exercises		Exercises			Exercises		
In Iraq Telephone Services, Banking, Secretarial Services, Exercises	fifteenth	In Iraq Telephone Services, Bar Secretarial Services, Exe		fifteenth	In Iraq Telephone Services, Banking, Secretarial Services, Exercises	fifteenth	
		·			Course Evaluat	ion .11	
The grade is di	stributed out		on, daily	y, oral, monthly a	to the student, such the stude	reports, etc	
	Course b	ooks		Required te	xtbooks (methodol	ogy if any)	
			Main References (Sources				
			Recor	nmended suppor	ting books and	references	
					cientific journals, re		
	Web	osites		N N	ectronic references	,	
	Course Description Form						
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Health documentation

Course code .2

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: Chapter/Year .3

Stage 1 - Course 2

Date this description was prepared .4

2024/25/3

Available attendance forms .5

Daily work

Number of study hours (total) / Number of units (total) .6

theoretical + 2 practical = 3 * 15 weeks = 45 hours (academic course) 1

]	Name of the course	administrator (if more	than one name	s mentioned)) .7
dw.khry(@etu.edu.iq :Email A	A -Name: Asst. Prof.]	Dr. Khairiya Ab	lul Fadhel A	1
			obje	ctives Course	e .8
c in the field of medic	Ũ	nt. It enables the stude		Subject ob	jectives
the knowledge neo		It also helps to develop variety of medical re-			
		. managemen	t jobs		
		Te	aching and learn	ing strategies	s .9
				S	Strategy
Continuously	•	uing education cou			
	.develoj	p his experiences a	nd skills		
Change the wor	knlace from time	to time so that it i	s not a		
-	-	to time so that it is			
.rou	tine job and acqui	ires new skills in a	new job		
			(Course struct	ure .10
					-
Evaluation	Learning	Name of the unit	Required		The
Evaluation method	Learning method	Name of the unit or topic	learning	;	
	0	or topic	learning outcomes		The week
	0	or topic The concept of	learning outcome The studen	hours 3	The
	0	or topic	learning outcomes	hours 3 per week	The week
	0	or topic The concept of medical	learning outcomes The studen will be able to	hours 3 per week	The week
method	method	The concept of medical documentation / definition of the medical record -	learning outcomes The studen will be able to know the data and information	hours 3 per week	The week
method Oral and written	method Lectures	The concept of medical documentation / definition of the medical record - its importance - its	learning outcomes The studen will be able to know the data and information related to the	hours 3 per week	The week
method	method	The concept of medical documentation / definition of the medical record -	learning outcomes The studen will be able to know the data and information related to the patient and	hours 3 per week	The week
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		Hospitals /	takes place		
		Advantages	between the		
			doctor and the		
			patient and the		
			importance of		
			this recording		
			in the medical		
			.records		
	Theoretical and	Centralization and	Find out if	hours 3	
	practical lectures	decentralization of	there is one	per week	
	Province records	medical records	central	P or we one	
		medical records	department in		
Oral and written			the hospital or		
test			several		
lest					
			departments to		
			manage		
			medical		
		TT * . 4	records	1 2	
	Theoretical and	Hospital	how Learn	hours 3	
	practical lectures	Information	health	per week	
		Systems	information		
		Definition-Type-)	systems are		
		(Components	used by		
Oral and written			everyone in		
test			health care		
			from patients		
			to physicians		
			to public		
			health		
			.officials		
	Theoretical and	Types of hospitals	The student	hours 3	
	practical lectures	and hospital	will be able to	per week	
	Province records	administrative	classify	P or we one	
		organization	hospitals		
Oral and written		organization	according to		
test			the criteria of		
			ownership and		
			administrative		
			.affiliation		
	Theoretical and	A duainistusting		1	0
	Theoretical and	Administrative,	The student	hours 3	8-
	practical lectures	social, medical	will be able to	per week	
		information and	determine the		
		basic medical	type of		
		forms	administrative,		
Oral and written			social and		
test			medical		
			information		
			such as the		
			patient's name,		
		1	Jata of		
			date of		

	Theoretical and	Medical records	Know how to	hours 3	
	practical lectures	numbering and	number and	per week	
	•	preservation	store medical	-	
		1	records		
Oral and written			according to		
test			patient names,		
			discharge		
			numbers, or		
			diagnosis code		
			.numbers		
	Theoretical and	Arrange and	The student	hours 3	11-
	practical lectures	review quantitative	learns about	per week	11-
	practical fectures	-	the medical	per week	
		and qualitative medical records	file that is used		
		medical records			
Oral and written			to review the		
test			quality of		
			medical care		
			provided and		
			for other legal		
			. matters		
	Theoretical and	Medical statistics	and Identify	hours 3	13-
		Medical statistics	and Identify understand the		13-
	practical lectures			per week	
			statistical		
			system of the		
~ 1 1 1			hospital's		
Oral and written			various		
test			departments		
			and assist them		
			in		
			implementing		
			and		
			.maintaining it		
	Theoretical and	Legal	The student	hours 3	
	practical lectures	requirements,	will understand	per week	
	-	information	the that	-	
		technology and its	medical record		
		practical	is an important		
		applications in the	legal document		
		medical record	that is		
Oral and written		meateur record	officially relied		
test			upon to		
test			indicate the		
			type and nature of services		
			provided to the		
			patient while		
			he was in the		
	Theoretical and	Medical record	.hospital He will learn	hours 3	
Oral and milte		wiedlear record	He WIII learn	nours 5	
Oral and written test	practical lectures	sections, duties,	the about	per week	

		design, space and	sections of		
		contents	medical		
			records (paper		
			and		
			electronic),		
			the space		
			allocated for		
			the record, and		
			how to		
			.organize it		
				se Evaluati	on .11
The grade is distr	buted out of 100 ac	cording to the tasks a	assigned to the stu	dent, such	as daily
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			Learning and teach		
		/	uired textbooks	(methodo)	
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			and references (-	
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		Warehouse Management	Learn about the function of	2		t
Oral and	Lectures	Jobs / Warehouse	receiving, checking,			
written test	theory	Management Position in	disbursing and			
	5	Organizational Structure	.inventory control			
			Identify the	2	_	
		The relationship of	Identify the relationship	2	4	
		warehouse management	between			
Oral and	Lectures	with other departments /	warehouse management and			
written test	theory	warehouse management as	other			
		an independent department	departments as an independent or			
			subordinate			
			department			
		Duties, responsibilities and	Learn about the responsibilities and	2		
		functions of warehouse	duties of the			
Oral and		management (warehouse	warehouse			
written	Lectures	manager / warehouse	manager/warehouse			
test	theory	officer / head of the	officer/head of the			
		inspection and receiving	inspection and			
		.department)…etc	receiving			
			department			
		Centralization and	The importance of	2		
Oral and	Lectures	.decentralization in storage	centralization and decentralization			
written	theory		and the factors			
test	theory		affecting the choice of each			
		Scientific organization of	Use methods to arrange materials	2		Six
		materials inside the	inside the			
Oral and	Lectures	warehouse (inventory	warehouse			
written test	theory	description / simplification				
	, j	and planning of materials /				
		distinction and				
		classification of materials /				
		30				

		coding of materials / preparation of materials (manual				
Oral and written test	Lectures theory	warehouse buildings	Learn the steps that must be followed in successful and effective .planning	2		
Oral and written test	Lectures theory	Storage Equipment / Maintaining Materials in the Warehouse	Handling knowledge of warehouse equipment	2		
		Warehouse Operations	Learn about the	2	Π	
Oral and written	Lectures	Management	processes for your warehouse			
test	theory	Inspection/Receipt,) (Disbursement and Return				
		Records and storage cards	Types of cards and	2	Π	
Oral and written	Lectures	classification card /)	storage records			
test	theory	automatic registration card				
		(manual registration card /				
		Inventory planning /	The importance and benefits of	2	Ī	hirtee
		Economic impulse	planning			
Oral and		purchase estimation /	inventory size using			
Oral and written	Lectures	Inventory planning	mathematical methods			
test	theory	methods (using tabular				
		analysis / using graphs /				
		using mathematical				
		.(equations / reorder point				

Oral and written test Lectures Jobs important functions of purchasing management							
written testtheoryoffer comparisonInterference inventoryInterference inventory controlInterference inventory controlInterference 	Oral and	Lectures	Stock planning/training	-	2		
Coord		theory	.offer comparison	proper planning			
Written testLectures theoryProblems and obstacles of qualitative storage evaluationIdentify storage problems21Oral and written testLectures theoryProblems and obstacles of qualitative storageIdentify storage problems210Oral and written testLectures theoryWarehousing performance evaluationThe necessity of performance evaluation to identify storagths and weaknesses210Oral and written testLectures theoryThe concept, importance and objectives of purchasing management in the health sectorLearn about the importance and objectives of purchasing management210Oral and written testLectures theoryThe concept, importance and objectives of purchasing management in the health sectorLearn about the importance and objectives of purchasing management211Oral and written testLectures theoryPurchasing Management ithe health sectorConving the most and weaknesses211Oral and written testLectures theoryThe location of the purchasing department in the organizational structure and its relationship with other departmentsIdentify the position attracture211Oral and written testLectures theoryThe location of the purchasing department in the organizational structure and its relationship with other departmentsLearn about the organizational structure21 </th <th>test</th> <th>theory</th> <th></th> <th></th> <th></th> <th></th> <th></th>	test	theory					
Written testtheory(inventory/turnover/budget)Identify storage problemsIdentify storage	Oral and	Lectures	Stock control		2	s	xteer
Cost of theoryProblems and obstacles of qualitative storage fueoryIdentify storage problems2 a a4Oral and written testLectures theoryWarehousing performance evaluationThe necessity of performance evaluation2 a a2 a a1Oral and written testLectures theoryWarehousing performance evaluationThe necessity of performance evaluation2 a a2 a a2 a a1Oral and written testLectures theoryThe concept, importance and objectives of purchasing management in the health sectorLearn about the importance and objectives of purchasing management2 a a1Oral and written testLectures theoryPurchasing Management jobsKnowing the most functions of purchasing management2 a a a2 a a a a1Oral and written testLectures theoryThe location of the purchasing department in the organizational structure and its relationship with other departmentsIdentify the position of the purchasing department in the organizational structure2 a a a aI a a aOral and written testLectures theoryThe location of the purchasing department in the organizational structureLearn about the important functions of a adepartment in the organizational structure2 a a aI a		theory	(inventory/turnover/budget)	inventory control			
Written testLectures theoryWarehousing performance evaluationproblemsImage of the second to the obtained of the second to the obtained of the second to the obtained of the second to the second to the obtained of the second to the obtained of the second to the	test	theory					
Written testtheoryqualitative storage qualitative storageIntermediationInterm	Oral and	Lectures	Problems and obstacles of	• 0	2		e
NoteImage: Constraint of the sectorNoteN		theory	qualitative storage	problems			
Oral and written testLectures theoryThe concept, importance and objectives of purchasing management in the health sectorLearn about the importance and objectives of purchasing management24Oral and written testLectures theoryThe concept, importance and objectives of purchasing management in the health sectorLearn about the importance and objectives of purchasing management21Oral and written testLectures theoryPurchasing Management JobsKnowing the most purchasing management21Oral and written testLectures theoryThe location of the purchasing department in the organizational structure and itsIdentify the position of the purchasing department in the organizational structure21Oral and written testLectures theoryThe location of the purchasing department in the organizational structure and itsIdentify the position of the purchasing department in the organizational structure2TwoOral and written testLectures theoryPurchasing StrategyLearn about purchasing strategies2Two	test	theory					
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Oral and written testLectures theoryand objectives of purchasing management in the health sectorimportance and objectives of purchasing management in functions of purchasing managementimportance and objectives of purchasing department in the organizational structureimportant functionsimportant functio							
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Oral and written testLectures theoryPurchasing Management JobsKnowing the most important functions of purchasing management21Oral and written testLectures theoryThe location of the purchasing department in the organizational structure and its relationship with other departmentsIdentify the position of the purchasing department in the organizational structure2IIOral and written testLectures theoryThe location of the purchasing department in the organizational structure and its relationship with other departmentsIdentify the position of the purchasing department in the organizational structure2IOral and writtenLectures theoryPurchasing StrategyLearn about purchasing strategies2I		theory	purchasing management in	r e			
Oral and written testLectures theoryInterference important functions of purchasing managementImportant functions of purchasing managementImportant functions of purchasing department in the organizational structure and its relationship with other departmentsIdentify the position of the purchasing department in the organizational structure2Important important functions of purchasing department in the organizational structure2Important managementImportant functions of purchasing department in the organizational structure2Important managementImportant functions of purchasing department in the organizational structure2Important functions of purchasing department in the organizational structure2Important functions of purchasing department in the organizational structure2Important functions of purchasing department in the organizational structure2Important functionsOral and writtenLecturesPurchasing StrategyLearn about purchasing strategies2Important functions			the health sector				
Oral and written testLectures theoryJobsimportant functions of purchasing managementImportant functions of purchasing managementImportant functions of purchasing department in the organizational structure and itsIdentify the position of the purchasing department in the organizational structure2Important testOral and written testLectures theoryThe location of the purchasing department in the organizational structure and its relationship with other departmentsIdentify the position of the purchasing department in the organizational structure2Important testOral and writtenLectures purchasingPurchasing StrategyLearn about purchasing strategies2Important test			Purchasing Management	Knowing the most	2	_	t
written testtheoryThe location of the purchasing department in the organizational structure and itsIdentify the position of the purchasing department in the organizational structure2Two theoryOral and written testLectures theoryThe location of the purchasing department in the organizational structure and itsIdentify the position of the purchasing department in the organizational structure2IOral and writtenLectures purchasing departmentsPurchasing StrategyLearn about purchasing strategies2I		Lectures		•			
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Oral and written testLectures theorypurchasing department in the organizational structure and its relationship with other departmentsof the purchasing department in the organizational structureIIOral and writtenLectures theoryPurchasing StrategyLearn about purchasing strategies2I				management			
Oral and written testLectures theorypurchasing department in the organizational structure and its relationship with other departmentsdepartment in the organizational structuredepartment in			The location of the	• •	2		Twe
written testLectures theorythe organizational structure and its relationship with other departmentsstructure structureOral and writtenLectures theoryPurchasing StrategyLearn about purchasing strategies2To theory			purchasing department in				
written theory structure and its test theory relationship with other departments departments Image: Comparison of the comparison		Lectures	the organizational	-			
Costrelationship with other departmentsLearn about purchasing strategies2T		theory	structure and its	sti uctui t			
Oral and writtenLecturesPurchasing StrategyLearn about purchasing strategies21	1051		relationship with other				
written theory theory			departments				
written theory theory	Oral and			l garn about	2		-
theory strategies		Lectures	Purchasing Strategy		Z		T۱
		theory		strategies			

			u. M	ethods of internal	2		
Oral and	T 4	Internal organization of t		organization of	Z	_	
written	Lectures	purchasing department	:/	purchasing			four
test	theory	purchasing and supplier	rs	management			
		department					
				Identify the	2	-	
Oral and	T .	Centralization and	rea	asons for using	Z	t	venty
written	Lectures	decentralization in		entralization and			
test	theory	purchasing/basic lines i	in I	lecentralization in purchasing			
		purchasing					
				Identify the	2		-
Oral and	Lectures	Determine the quantity	, qu	uantities required	2		Tw
written		required / buy in bulk	/	to purchase			
test	theory	buy in small quantities	s	according to demand			
					2		
Oral and	Lectures	Choosing procurement		How to choose	2		tw
written	.1	sources / factors in	pu	rchasing sources			
test	theory	selecting suppliers		and suppliers			
		Electronic coloulator in t		earn how to use	2		-
Oral and	Lectures	Electronic calculator in t			Z		
written	theory	health sector	C	computers in the			
test				health sector			
					Cou	urs	e Ev
The grade is o	distributed out o	of 100 according to the tasks	s assigne		uch as daily nthly and w		
					and teac		
				_00.1111g			.g . c
				Requ	ired textbo	ok	(me
					Ma	ain	Refe
		F	Recomm	nended supporting	books ar	nd	refer
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Electro						oni	: refe
						_	
	Cou	rse Description For	m				
		I -					

Health Systems: Course Name .1

: code .2

Semester/ Year: First Year .3

: 2024 Date of preparation of this description .4

Daily attendance : Available attendance forms .5

theoretical + 3 practical 2 Number of study hours (total) / Number of units (total) .6 Specialized Number of units10 5 =

Name of course administrator (if more than one name is given) .7

riyam.hasan@atu.edu.iq : Amail Riyam Wassim Hassan Al .Name: M

objectives Course .8

	Study of the health systems followed in	
	Iraq compared to some countries of the	
Subject objectives	.world	
	Learn about the referral system, incentives,	
	and medical and health progression laws	
	currently in effect in Iraq	
	Teaching students how to apply systems	
	and benefit from them when practicing	
	.their work in the future	
Teaching and learning strategies .9		
Strateg		

Course structure .1								
Evaluation	Learning	Name of the unit or	Required learning	Watch	Th			
method	method	topic	outcomes	es	wee			
Oral and written test Oral and written test	Lectures Theory and practice	Health Concepts Health Care Health Services Health System , Components of Health System , Health System Basics Health, Wealth and Social Welfare	Creating a general idea about the importance of health, its concepts, health services, the health system and its components	5				
Oral and written test Oral and written test	Lectures Theory and practice	health care Health care levels Elements of the Administrative Model of a Health Care Organization	It is based on the philosophy of primary health care, meaning comprehensiven ess and ensuring that everyone is covered by obtaining primary health .services					
Oral and written test	Lectures Theory and practice	Administrative model of health care organization	The health organization is an official body that produces outputs. Achieving goals through the use and employment of transformation processes for inputs and . resources	5				
Oral and written test	Lectures Theory and practice	basic health services / Characteristics of health services	Definition of citizens' awareness and health guidance The distinctive features of the health service provided by the hospital are embodied in the privacy of the .services	5				

Oral and written test	Lectures Theory and practice	Economic cost ill health	Definition of economics a economics is Health modern branch of economics that examines how the tools of economics can be applied to .health care issues	5	
Oral and written test	Lectures Theory and practice	health Impact of pressure expenditure	Implementing accurate and detailed mechanisms to review applications from a medical and technical perspective	5	
Oral and written test	Lectures Theory and practice	Public health interventions	Early interventions to promote children's physical and mental health		
Oral and written test	Lectures Theory and practice	Reducing socio- economic disparities	viding dedicated services to wer socio-economic groups	5	
Oral and written test	Theoretical and practical lectures	The role of medical services in response and satisfaction	The primary aim of health services is to enable all patients to access accessible and high-quality health .care	5	
Oral and written test	Theoretical and practical lectures	Performance measurement to improve the health system	A tool to measure the percentage of achievement of the required level of expected results	5	1
Oral and written test	Theoretical and practical lectures	Investing in health systems	Investing in interventions Best for the cost	5	1
Oral and written test	Theoretical and practical lectures	Individual model in health organization management, sponsor model, functional model	Review some entries And its characteristics	5	1
Oral and written test	Theoretica l and practical lectures	Environmental measurement in hospital management, medical behavioral approach, psychiatric approach	Review some entries And its characteristics	5	1

	Theoretica	Economic problem							
Oral and written test	l and practical lectures	Economic problems the health system		Economic problems in the health system		*		5	1
Oral and written test	Theoretica l and practical lectures	Intellectual capital formation		health De knowledge, s and abiliti	skills	5	15		
The grade is distrib	outed out of	ē		•		t, such as	dail		
		.preparation, da	ily, o	oral, monthly a	and written exa	ams, repor	ts, ei		
			Le	earning and	teaching res	sources	.12		
lth Systems / Samira Ba	shir Hassou /	Karim Sadiq Hassan 1986	Required textbooks (methodology if an			f an <u>y</u>)			
The reality of pres	servation and	archiving systems in Iraq			Main Refere	ences (Soi	urce:)		
College o	f Health Scier	nces Research Series							
lth Information System	is and Hospita	lls Book / Dr. Abdel	Rec	commended	supporting	books	and		
	Ghafour Abdel Fattah			references (scientific journals, reports, etc					
Wikipedia i	ndex on libra	ries and information					bsite		
Modern methods of 1		Vikipedia.org/wiki l organizing archives				,			
	(Al–Yusr H	Forums for Libraries)							
(Al–Yusr Forums for Libraries) http:alyassr.net/vblshowthread									

Course Description Form

	: Course name .1
Health Information Technologies	
	: code .2
	:Chapter/Year .3
First year	
37	

: 2024 Date of preparation of this description .4

Daily attendance : Available attendance forms .5

theoretical + 3 practical 1 Number of study hours (total) / Number of units (total) .6 Specialized Number of units10 4 =

Course Instructor Name .7

riyam.hasan@atu.edu.iq : Amail Riyam Wassim Hassan Al .Name: M

objectives Course .8

Apply the basic functions of public health	Subject objective
. to the analysis of public health problems	
The specialty aims to explain the	
availability, acceptability and accessibility	
of health care among different population	
. groups	
Improving the quality or effectiveness of	
. health care	

Teaching and learning strategies .9

Strateg

Course structure .1

Evaluation	Learning	Name of the unit	Required learning	Watch	Th
method	method	or topic	outcomes	es	wee
Oral and written test Oral and written test	Lectures Theory and practice	Introduction to Information Systems Concept and Definition	Create an overview of Information that systems represent the nerve Information related to the provision of health care to the patient is at the heart of all	5	

	1				
			medical and health		
			.care activities	_	
				5	
Oral and written	Lectures	Components of			
	Lectures	health information			
test	Theory and	system, systems			
	-	Electronic medical			
	practice	records, radiology	Definition of electronic		
		system Functional	medical records and		
		investigations	their significant difference from		
			traditional paper		
			records in their function		
			and purpose, as they are		
			considered a reference		
			for storing all patient		
			information, from basic		
			data to comprehensive		
			.medical information		
		· Pharmacy system	Defining the role of the	5	
		warehouse systems	pharmacy and	5	
		,	warehouse system		
Oral and written	Lectures		and its role in		
test	Theory and		drug recording all		
	practice		data and even		
	1		storage locations,		
			and facilitating the		
			possibility of		
			holding sellers		
			accountable		
		A	Definition: Organizing	5	
		Appointments and	outpatient		
	Lectures	clinics	appointments,		
Oral and written		Telehealth Services Definition of	eliminating file		
test	Theory and	telemedicine	loss problems , transferring		
	practice	telementelle	medical data, and		
			various types of		
			communication		
			.technology		
		information systems	Knowing its role is designed	5	
		medical,)	to support patient care and	Ũ	
	Lectures	administrative,	provide strategic information		
Oral and written		strategic decision	systems with the required		
test	Theory and	(support	information. There are many		
	practice		applications for medical		
	-		information systems, such as		
			strategic planning . And		
			management		
		information systems	Knowing its role is designed	5	
	T a star	medical,)	to support patient care and		
Oral and written	Lectures	administrative,	provide strategic information		
test	Theory and	strategic decision	systems with the required		
test	practice	(support	information. There are many		
	I				
	I		applications for medical information systems, such as		

			strategic planning . And		
	Lestures	Essential elements	management Identify the essential		
Oral and written	Lectures Theory and	of a health	elements As for		
test	Theory and	information system	individuals Hardware		
	practice		Software Data		
		Advantages of standardized health	The health information	5	
Oral and written	Lectures	information systems	system contributes to		
test	Theory and	information systems	providing comprehensive		
test	practice		information about the patient		
	1		with great speed and high		
			.efficiency		
	Theoretical	Elements of the	It is concerned with	5	
Oral and written		general plan of the	determining the		
	and	information system	organization's goals, objectives and		
test	practical		priorities, and		
	lectures		developing work		
			.plans		
	TT1 / 1	Information System	Each system has an	5	1
	Theoretical	Life Cycle	information cycle that		
Oral and written	and		contains: Systems		
test	practical		analysis, system design method		
	lectures		selection, system		
			design		
		The relationship	These systems	5	1
	Theoretical	between	provide the data and		
Oral and written		information systems	information		
	and	and performance evaluation Strategic	necessary to measure and evaluate the		
test	practical	evaluation Strategie	organization's		
	lectures		performance		
			effectively and		
			.accurately		
	Theoretical	Problems and	Review of some problems and	5	1
Oral and written	and	obstacles that limit	challenges in the		
test	practical	efficiency Information	information system		
	lectures	mormation			
	Theoretica	Computerized	Review some of its	5	1
Oral and written	l and	accounting	components and types		1
		information systems	And its characteristics		
test	practical				
	lectures				
	Theoretica	Computerized	Review some of its	5	1
Oral and written	l and	accounting	components and types	_	
test	practical	information systems	And its characteristics		
1001	lectures				
	I DECHITES				

Oral and written test	Theoretica l and practical lectures	System Indicators Basic, Application Tools	coordination Definition of and organized cooperation within the health sector from the lowest to the highest levels	5	15			
Course Evaluation .11								
The grade is distr	ributed out of		the tasks assigned to the stud ily, oral, monthly and written					
	Learning and teaching resources .12							
lth Systems / Samira I	Bashir Hassou /	Karim Sadiq Hassan 1986	Required textbooks (methodology if any					
Electronic jour	malism and i	ts impact on the	Main References (Sources					
cor	ncept of elec	tronic archiving						
lth Information Syste	1		Recommended supporting	g books	an d			
	Gha	four Abdel Fattah	references (scientific journals, reports, etc					
Wikipedi	a index on libra	ries and information	Electronic re	ferences, we	ebsites			
Modern methods c		Vikipedia.org/wiki l organizing archives						
	(Al-Yusr I	Forums for Libraries)						
	http:alyassr.r	net/vblshowthread						

Course Description Form

: Course name .13

English language

Course code .14

: Chapter/Year .15

Stage 1 - First Course

Date this description was prepared .16

2024/25/3

Available attendance forms .17

Daily work

Number of study hours (total) / Number of units (total) .18

 $(study course)30 = weeks 15^*$ theoretical 2

I	aneen.fadel@atu.ed	lu.ig : A Email Al M	.M. Raneen Muw	affaq :Name	2
			objec	tives Course	e .20
		of the English lang prmulate correct sente 	•	Subject ob	jectives
		Te	eaching and learning	ng strategies	5.21
				S	trategy
Change the work	.develop kplace from time	ing education cou his experiences a to time so that it i res new skills in a	and skills is not a -		
			C	ourse structu	ure .22
Evaluation method	Learning method	Name of the unit or topic	Co Required learning outcomes	ourse structu Watches	The
	0		Required learning		are .22 The week
method Oral and written	method Lectures	or topic	Required learning outcomes Create an idea about the basics of the	Watches hours 2	The week
methodOral and written testOral and written	method Lectures theory Theoretical	or topic Unit One	Required learning outcomes Create an idea about the basics of the language Learn how to distinguish between	Watches hours 2 per week hours 2	The week

			continuous tense					
Oral and written test	Theoretical lectures	The fifth unit	past tense A	hours 2 per week	5			
Oral and written test	Theoretical lectures	Unit Six	past continuous tense	hours 2 per week	6			
Oral and written test	Theoretical lectures	Unit Seven	Phonetics application	hours 2 per week	7			
Oral and written test	Theoretical lectures	The eighth unit	Numbers	hours 2 per week	8			
Oral and written test	Theoretical lectures	Unit Nine	present The tense of the second	hours 2 per week	9			
Oral and written test	Theoretical and practical lectures	The tenth unit	past perfect tense	hours 2 per week	10			
Oral and written test	Theoretical and practical lectures	Unit Eleven	perfect past continuous	hours 2 per week	11			
Oral and written test	Theoretical and practical lectures	Unit Twelve	Present perfect continuous	hours 2 per week	12			
Oral and written test	Theoretical and practical lectures	Unit Thirteen	Main and auxiliary verbs	hours 2 per week	13			
Oral and written test	Theoretical and practical lectures	Unit Fourteen	Definite articles	hours 2 per week	14			
Oral and written test	Theoretical and practical lectures	Unit Fifteen	comprehension, voice and conversation	hours 2 per week	15			
	Course Evaluation .23							
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc								
			Learning and teacl	hing resourc	ces .24			
		Head way	uired textbooks (r	nethodology	y if any)			

Course Description Form Course name .1 **Computer principles** Course code .2 Computer principles Chapter/Year .3 **First - First Course** :Date this description was prepared .4 2024-3-26 Available attendance forms .5 Daily work Number of study hours (total) / Number of units (total) .6 3 Name of the course administrator (if more than one name is .7 :(mentioned : Dw.web@atu.edu.iq Amil Al Nada Jabbar Dubai :Name objectives Course .8 will learn the concept of computer and its Subject objectives .terminology will learn about the physical and mental .components of the computer will learn to use Microsoft Office programs and .products Teaching and learning strategies .9 Strategy ng theoretical and scientific lectures in addition to the available means of .clarification and the discussion method 44

	Course structure .10							
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week			
Oral test and daily exam	Theoretical lectures	oduction - Definition of concept of computer its various terms, its velopment, and its types	Understand the concept of computer	. 11	the first			
)ral test and daily exam	lectures	ntify the different sical components ortance, functions,) (types	Learn about computer components	1	the second			
Oral test and daily exam	Theoretical lectures	Identify the intangible components of the computer / their classifications, their importance	Identify the intangible components of a computer	1	the third			
Oral test and daily exam	Theoretical lectures	Definition of operating systems (their importance, components, (functions	ting to know the perating system	1	Fourth			
	Theoretical lectures	Requirements - Setup - and Operation for Windows	indows running	1	Fifth			
Oral test and daily exam	Theoretical lectures	My Identify the -Computer icon Explain the contents of -File - Edit menus the Execute various .commands	My Computer Lists - Execute Commands	1	Sixth			
	Theoretical lectures	Learn about the rest of the menus and My commands of the -Computer icon Execute commands	My Computer Lists - Execute Commands	1	Seventh			

Oral test and daily exam	Theoretical lectures	My Learn abour and Documents i its contents menus and comm and implement th	icon from ands	My Documents explanation	1	eighth
	Theoretical lectures	Dealing with Recycle Bin		ing with the Recycle Bin Icon	1	Ninth
Oral test and daily exam	Theoretical lectures	the Task dealing		lling with the taskbar	1	tenth
	Theoretical lectures	Learn about son the contents o (Run - Start n Search - He Supp	of the nenu elp &	ntify the contents of the ring	1	atheistic ten
Oral test and daily exam	Theoretical lectures	Control Panel functions - Print	l the	ntrol Panel-Jobs Printer&Faxes	1	the second ten
	Theoretical lectures	How to deal with s programs installe the Wind environment thro All Prog	ed in dows ough	ting to know the Program window	1	the third ten
Oral test and daily exam	Theoretical lectures	Microsoft applica v	ation word	ting to know the Word interface	1	Fourth ten
Oral test and daily exam	Theoretical lectures	Excel applica	ation	ing to know the Excel interface	1	Fifth ten
				Cours	se Evaluat	ion .11
The grade is dis		00 according to the preparation, daily,	oral,	•	tten exams,	reports, etc
				-	-	
	shared.com/document		K	equired textbook Main	References	
/Learni	ng_Word_2010_in_Ara	auiciiuiii				<u> </u>

	Recommended supporting books and
	references (scientific journals, reports, etc.
http://www.4shared.com/document/5r_zEuZ- /Learning_Word_2010_in_Arabichtml	Electronic references, websites
Course Description	on Form
	Course name .1
	Computer principles
	Course code .2
	Computer principles
	Chapter/Year .3
	2024-2023
:	Date this description was prepared .4
	2024-3-26
	Available attendance forms .5
	Daily work
Number of study ho	urs (total) / Number of units (total) .6
Total nu	mber of hours Number of units 63
Name of the course administ	rator (if more than one name is .7
	:(mentioned
: Dw.web@atu.edu.iq An	nil Al Nada Jabbar Dubai :Name
	objectives Course .8
will learn about computer applications and their .relationship in our lives .He will learn some Adobe programs .He will learn about video editor programs .He will learn to use Microsoft Office programs	Subject objective
	Teaching and learning strategies .9
	Strategy
47	

ng theoretical and scientific lectures in addition to the available means of .clarification and the discussion method

Evaluation	Learning	Name of the unit or	Required	Watches	The
	Learning		-	watches	
method	method	topic	learning		week
			outcomes		
Oral test and daily exam	Theoretical lectures	will learn about computer ications and their .relationship in our lives	Learn about computer applications and heir importance in learning	. 11	the first
Dral test and daily exam		will learn about computer ications and their .relationship in our lives	Learn about computer applications and heir importance in learning	1	the second
Oral test and daily exam	Theoretical lectures	is a Adobe Photoshop .raster graphics editor	Get to know the Adobe Photoshop interface	1	the third
Oral test and daily exam	Theoretical lectures	is a Adobe Photoshop .raster graphics editor	Get to know the Adobe Photoshop interface	1	Fourth
	Theoretical lectures	Free video editing software for free	Learn about video editing software	1	Fifth
Oral test and daily exam	Theoretical lectures	Completing the explanation of the free video editing program	Learn about video editing software	1	Sixth
	Theoretical lectures	Definition of blogs and types of blogs	Get to know the blogs	1	Seventh
Oral test and daily exam	Theoretical lectures	Definition of blogs and types of blogs	rn about blog pages	1	The eighth
	Theoretical lectures	Learn about the importance of the authoritative program	Autherware rn about the uthorware program	1	Ninth

Course structure .10

Oral test and daily exam	Theoretical lectures	Learn about t importance of t authoritati progra	he ^u ve	Autherware uthorware Program	1	tenth
	Theoretical lectures	Learn how to opera Excel and importar	its	el program explanation	1	atheistic ten
Oral test and daily exam	Theoretical lectures	Get to know t program interfa		el interface explanation	1	the second ten
	Theoretical lectures	Explanation of t components of t File menu and how save the worksho	to	to know the file list	1	the third ten
Oral test and daily exam	Theoretical lectures	Explain the hor page requireme and give an examp .of designing a tab	ent Die	m about ribbons in Excel	1	Fourth ten
Oral test and daily exam	Theoretical lectures	Design a table a apply some functio summation, highes degree, and lowe (degr	ns ^s t) est	to design a table solve mathematical equations	1	Fifth ten
	<u></u>	L		Cours	e Evaluatio	on .11
The grade is dis		00 according to the preparation, daily, or		U	-	
		Le	arni	ing and teachi	ng resource	es .12
			Re	equired textbook	s (methodolo	ogy if any)
	shared.com/documen ing_Word_2010_in_Ar	abichtml			References	· · ·
				nmended supp ences (scientific	orting boo iournals rep	
	red.com/document, _Word_2010_in_Ara	/5r_zEuZ-	5101	N N	c references	,
	<u>ora_2010_m_ma</u>	570_ mem				

Course Description Form

e .2.	Arabic Course name
e .2	Course code
r .2	Semester/Year: First Semester/First Academic Year
4.2	Date of preparation of this description: 26/3/2024
hysical.2	Available attendance forms / p
0 hours.3	Number of study hours (total) / Number of units (total) / 30
.3	Name of the course supervisor (if more than one name is
	/ (men
di Al A	wassan.budi@atu.edu.iq : Email Name: M.D. Wassan Abbas Buc
e.3	objectives Course
	.language
	cognizing the importance of correct writing and the accompanying correct -2
	.language . cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding
	.language cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding .Developing the student's grammatical and linguistic abilities -3
	.language . cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding
	.language cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding .Developing the student's grammatical and linguistic abilities -3 curately identifying the correct writing methods, such as drawing the hamza in -4
	.language cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding .Developing the student's grammatical and linguistic abilities -3 curately identifying the correct writing methods, such as drawing the hamza in -4 various forms, and accurately distinguishing between some letters, such as the
	.language cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding .Developing the student's grammatical and linguistic abilities -3 curately identifying the correct writing methods, such as drawing the hamza in -4 various forms, and accurately distinguishing between some letters, such as the .letter taa
	.language cognizing the importance of correct writing and the accompanying correct -2 .reading and understanding .Developing the student's grammatical and linguistic abilities -3 curately identifying the correct writing methods, such as drawing the hamza in -4 various forms, and accurately distinguishing between some letters, such as the .letter taa And the ha, the dha, and the dha

re.	ructui	oard use and delivery - nd educational films) - nteractive Discussion - Self-education - Course str	rams, pictures, ar	s (using diag	Demonstration
Т	W	Required learning outcomes	Name of the	Learning	Evaluation
we	atc		unit or topic	method	method
	he s				
fi	2	hat is meant by Hamzat al- ?Wasl hat is meant by hamzat al- ?'qata ?What is meant by hamza Medium and Hamza Extreme and their positions	les for writing)	Lectures theory	Oral test And my editing
th Fo	2 3 4	e student's knowledge of the sed and lowered nouns and their diacritical marks		Lectures theory	Oral test And my editing

Oral test And my editing	Lectures theory	lar and nar letters	e student's standing on the ar and lunar letters and their positions	5	Fift 1
Oral test And my editing	Lectures	construction of ouns, verbs and	hat do we mean by built and finflected What are construction signs hat are the original and secondary diacritical marks	6 7	Sixt n Sev e nt n
Oral test And my editing	.1		plaining to the student the o styles of exclamation and preference and their forms With them	8	Th eight
Oral test And my editing	Lectures	Copy names	plaining to the student the ogating words from the nes, and it was given this ne because it changes the ing in wording and .meaning	9	Nint
Oral test And my editing	Lectures theory	Conjunctions	king the student understand conjunctions, their meanings and their rules	10	tent 1

elev	11	plaining to the student the	-	Lectures	Oral test
nt		errogative letters, their tools, meanings and uses	words	theory	And my editing
tŀ	12	5	nctuation marks	Lectures	Oral test
sec r te		⁹ punctuation marks hat are the types of ⁹ punctuation marks here do each punctuation ⁹ mark fit		theory	And my editing
4la :	10	derstanding the meaning of	Exception tools	Lacturas	Oral test
thir ent	13	derstanding the meaning of exception and its tools and w to bring its tools in the itence, as well as knowing grammatical movements of exception and the exception From him		Lectures theory	And my editing
Fou	14	king the student understand rules of numbers and inted things in order to write number included in a sentence correctly	counted	Lectures theory	Oral test And my editing
fifte	15	Inding on the object and defining it owing its types and grammatical movements	The object	Lectures theory	Oral test And my editing
.35	ation	Course Evalua	1		
s dai	uch a	e tasks assigned to the student, s	100 according to th	ibuted out of 1	The grade is distr

	Learning and teaching resources .36
	Required textbooks (methodology if an)
Koran Brief Introduction to Spelling and Writing Rules Explanation of Ibn Aqil Spelling rules	Main References (Sources)
Concise Arabic for Non-Specialists	Recommended supporting books and
-	references (scientific journals, reports, etc)
ny sites that deal with the Arabic language, including YouTube and scientific research	Electronic references, website
Course Description	ı Form
	Course name .13
Human Rights an	ld Democracy
	Course code .14
	Chapter/Year .15
First ye	ear
Date	e this description was prepared .16
	202
	Available attendance forms.17
	Daily work
Number of study	hours (total) / Number of units (total).18
	4
Name of the course administrato	or (if more than one name is .19 (mentioned
mohammed.gdaiek.idi7@atu.edu.	: A'mil Name: Al iq M.M. Mohammed Ghtaar Dayekh
F 4	
54	

Some and a his stime. T	le a atra dant 11 1		the minerical section		
pecific objective: T	The student beco	become familiar with t values of human right mes aware of the ongo amental freedoms asso	ts and democracy bing awareness of	Subject	: objecti
		Teachir	ng and learning stra	Itegies	.21
Using theore			ldition to the availa the discussion meth		Strat
			Co	ourse stru	cture .
Evaluation	Learning	Name of the unit	Required learning	Watches	-
method	method	or topic	outcomes		W
al test and daily exam		historical overview of hat human rights are	oducing the student human rights and .their objectives	4	the f
al test and daily exam	Theoretical lectures	A historical verview of human rights in ancient .civilizations	troducing the student the history of human rights in ancient vilizations, especially	4	ie secc
al test and daily exam	Theoretical lectures	ne concept of human rights in divine laws	the civilization of .Mesopotamia		а а
al test and daily exam	Theoretical lectures	.and religions	e student's awareness of human rights in divine laws, with a pcus on human rights	4	the th
		The concept of uman rights in the	:	4	Fou
ll test and daily exam	Theoretical lectures	fiddle Ages under the control of the Church and .feudalism	.Middle Ages	4	Fi
ll test and daily exam		ne role of doctrines,	troducing the student to human rights in octrines, schools and	4	Si
ll test and daily exam	Theoretical lectures	hools and theories in promoting human .rights	.theories e student's awareness	4	Seve
			of the laws of rights, declarations and .revolutions		

1 test and daily	Theoretical	The importance of		Л	haaia	+1
al test and daily		The importance of		4	he eig	u
exam	lectures	rights legislation, declarations and	e student's awareness			
		.revolutions	of the most important			
		.ievolutions	civil and political			
	Theoretical	e importance of civil	human rights and	4	Ni	t
l test and daily		and political human	economic, social and			
exam	lectures	rights and economic,	cultural human rights			
	Theoretical	social and cultural	tua duain a tha atudant			
l test and daily		.human rights	troducing the student to the relationship	4	te	lt
exam	lectures		etween human rights			
	T1		and public freedoms			
	Theoretical	The importance of	1			
l test and daily	lectures	the relationship		4	atheis	ti
exam		between public		_		e
		freedoms in	e student's awareness			
l test and daily	Theoretical	international	of the importance of	4	ne secc	h
exam		covenants and	human rights in	Т		e
exum	lectures	.human rights	contemporary and .modern history			ſ
l test and daily	T1	.inuman rights	.modern mstory			
5	Theoretical	The importance of	troducing the student	4	the th	
exam	lectures	The importance of	to the concept of	1	uie ui	
		rnational recognition	gional recognition of			e
		.of human rights	.human rights			
1 test and daily	Theoretical				Eau	
l test and daily		Definition of regional	e student's awareness		Fou	
exam	lectures	_	of the most important	4		e
1 11.1	Theoretical	human rights	non-governmental			
l test and daily		. agreements	organizations and	4	Fi	
exam	lectures		.human rights			e
		The role of non-	The student's			
			understanding of			
		governmental	human rights in Iraqi			
		organizations in	onstitutions between			
		promoting human	.theory and reality			
		.rights				
			e student's awareness			
			of the guarantees of			
			espect and protection			
		human rights in Iraqi	f human rights at the national level .			
		.constitutions	Constitutional			
						ſ
		Guarantees of respect	guarantees			l
		for and protection of	atudantia amarana			ĺ
		nstitutional and legal	e student's awareness of the most important			
		.human rights				
			non-governmental			

The role of non-governmental organizations in promoting humanights roducing the student sugranizations in promoting humanights roduction to regional human rightsagreements
The grade is distributed out of 100 according to the tasks assigned to the student, such as di ingreparation, daily, oral, monthly and written exams, reports, and teaching resources .2 4 Cearning and teaching resources .2 4 Required textbooks (methodology if a Main References (Sourd as Main References (Sourd as Course Description Form ended supporting books and references, webs ender the student, reports, and teaching resources .2 4 Course Description Form .1 Principles of Management
.preparation, daily, oral, monthly and written exams, reports, et Learning and teaching resources .2 4 Required textbooks (methodology if a Main References (Sourc Recommended supporting books and referen (.scientific journals, reports, o Electronic references, webs Electronic references, webs Course Description Form : Course name .1 Principles of Management
Learning and teaching resources .2 Required textbooks (methodology if a my Main References (Sources) Recommended supporting books and references (.scientific journals, reports, or consciention references, webside) Electronic references, webside Course Description Form : Course name .1 Principles of Management
Main References (Sources) An References (Sources) Recommended supporting books and references end (.scientific journals, reports, end end Electronic references, webse end Course Description Form : Course name 1 Principles of Management in the second
Recommended supporting books and referen (.scientific journals, reports, or to conservation references, webs) example Electronic references, webs example Course Description Form : Course name .1 Principles of Management Principles of Management
(.scientific journals, reports, or to Electronic references, webs e Course Description Form : Course name .1 Principles of Management .1
Electronic references, webs Course Description Form : Course name .1 Principles of Management
Course Description Form : Course name .1 Principles of Management
: Course name .1 Principles of Management
Principles of Management

				: C	hapter/Year	.3
					Stage 1 - C	
		Date	e this descrip	otion w	as prepared	.4
						24/25
			Available	e attend	lance forms	.5
	Nı	umber of study hours (total) / Num		Daily work	
		$al + 3 \text{ practical} = 4 \times 1$				
		-			· · · ·	
	Name of the course	administrator (if more	e than one n	ame is	mentioned)	.7
asmaa.wa	heed@atu.edu.iq :H	Email A Name: Ms. A	smaa Abdul	Wahee	ed Malik Al	
				object	ives Course	.8
The course aims to s	study the scientific fo	undations of manageme	nt principles	and	Subject obj	jectiv
	-	actical applications in he				
oviding the stud	ent with informati	on about manageme	nt methods	s in		
		ne sector's bodies a				
		T	Heal eaching and	-	a stratagias	0
				Icariiii		
Continuously	attending contin	uing education cou	rses to		S	trateg
Continuousiy	•	p his experiences a				
	.uevere	p ins experiences a	ulu skills			
Change th	ne workplace from	m time to time so a	s not to -			
.Become a rou	tine worker and	gain new skills in a	new job			
				Co	ourse structu	re.
Evaluation	Learning	Name of the unit	Req	uired	Watches	T
method	method	or topic		rning		wee
	-	Scientific	Create a ge	comes eneral	hours 4	
Oral and written	Lectures	introduction to	idea abou		per week	
test	Theory and		importance			
	practice	management – its verbal, functional	manage its conce			
				т [,]		
		58				

		and procedural	characteristics		
		concept,	.and conditions		
		dimensions of			
		management,			
		nature of			
		administrative			
		activity, conditions			
		of management (its			
		pillars) –			
		characteristics of			
		management			
	Theoretical and	The importance of		hours 4	
	practical lectures	management and	the achieve organization's	per week	
		its development,	goals by		
		management and	learning about		
		the systems	its internal and		
Oral and written		approach, the	external .environment		
test		organization's	.environment		
		relationship with its			
		internal and			
		external			
		environment			
	Theoretical and	Development of	Learn about the	hours 4	
	practical lectures	organizational	stages of	per week	
		thought, classical	management development		
		schools of	development		
Oral and written		management			
test		scientific)			
		management,			
		bureaucracy,			
		administrative			
		(divisions			

Oral and written test	Theoretical and practical lectures	Behavioral schools in management Maslow's hierarchy) of human needs, mature personality X Theory ∢theory Y and Theory	The importance of studying human behavior in achieving the organization's goals	hours 4 per week	4
Oral and written test	Theoretical and practical lectures	Modern schools of management ،systems school) Z ،Situational theory	The importance of contemporary schools in the development of management	hours 4 per week	5
Oral and written test	Theoretical and practical lectures	Administrative jobs	Identify the functions performed at various administrative levels in the organization: planning function, organizing function, directing function, and controlling . function	hours 4 per week	6
Oral and written test	Theoretical and practical lectures	Planning / Jobs	Learn about the concept of planning, its types, importance, obstacles, and how to address .them	hours 4 per week	7

Oral and written test	Theoretical and practical lectures	organization	Learn about the concept of organization, its characteristics and elements	hours 4 per week	8
Oral and written test	Theoretical and practical lectures	Guidance, Leadership, Communication	Learn about the concept of guidance and its importance, the concept of leadership and its characteristics, the importance of communication .and its elements	hours 4 per week	9
Oral and written test	Theoretical and practical lectures	Control, decision making	Learn about the concept of control, its importance, the concept of the decision-making process, its elements and .stages	hours 4 per week	10
Oral and written test	Theoretical and practical lectures	Organization functions	Understand the concept and importance of organizational functions	hours 4 per week	11
Oral and written test	Theoretical and practical lectures	Personnel Management, Financial Management	Learn about human resources management, its importance, elements, and the concept of financial .management	hours 4 per week	12
Oral and written test	Theoretical and practical lectures	The function of organization in health units, types of health organizations,	The importance of organization in health units, identifying the types of health	hours 4 per week	13

		organizational	organizations,		
		structure in health	and the		
		units	organizational		
			structure in		
			health units		
Oral and written test	Theoretical and practical lectures	Foundations of health activities, scope of supervision	Learn the basics of health systems assembly and learn about the scope of	hours 4 per week	14
			supervision and the factors .affecting it		
	Theoretical and practical lectures	Administrative levels,	the Identify administrative	hours 4 per week	15
		centralization and	levels,		
		decentralization,	centralization		
Oral and written		authority and	and		
test		responsibility,	decentralization,		
		power and	authority and		
		delegation	responsibility,		
			power and .delegation		
			_		
The grade is distr		ccording to the tasks paration, daily, oral, m	assigned to the stu	exams, rep	as daily orts, etc
	D :		uired textbooks (n		
Ма		ples of Management concepts and trends	Main Ro	eferences (S	ources)
-		ance progress hieving goals nent in organizations	Recommended su references (sci	entific j	oks and ournals, orts, etc
Wikimedia index	of the free encyclop	bedia on libraries and information	Electronic r	eferences, v	vebsites
		62			

Wikipedia.org/wiki The importance of contemporary management <u>https://www.iasj.net/iasj/pdf/</u> Management principles <u>https://almaaqal.edu.iq/</u>	
Course Description Form	
	Course name .1
	Advanced Biostatis
	Course code .2
	Chapter/Year .3
	2024/2
	Date this description was prepared .4
	2024/2 Available attendance forms .5
	ance according to the lecture schedule hours (total) / Number of units (total) .6
	hours / 60 units 60
	nore than one name is mentioned).7
:Name .A Name: Mohammed Abdul H	lussein and Ahmed Harms Hussein Al
	objectives Course .8
bling students to gain knowledge and * .introduction to statistics Advanced Bio abling students to gain knowledge in the use of* Statistical laws bling students to apply statistical methods in * .their graduation research	Subject objecti
	Teaching and learning strategies .9
neoretical explanation of the philosophy of statistical laws and th tical application of solving statistical problems using practical of	
63	

•	ure .	Course struct				
r L	т	Watches	Required learning	Name of the	Learning	Evaluation method
е :	we		outcomes	unit or topic	method	
		4	Life tablesits types and its contents and elements Basic	Statistics advanced bio	ctures explanation Theory by Subject teacher Using the means Teaching and Presentation Hadith	Daily Exams Daily Student Participation essment Term Exams Final exams
-		4	xtract the number of deaths, living people			
_		4	nd the probability of death Extract number of			
			years tal years and average the age			
		4	Preparing a comprehensive life schedule (direct and (indirect method			
_		4	lethods of registering and organizing the th certificate in Iraq, b Birth foundations			
		4	Death registration, death certificate contents, conditions dical and application rules			
		4	The concept of health tatistics and the need for them			
		4	Patient statistics, inpatients			
		4	Popular clinics atients, health units) and their statistics), ntral medical clinics, alth centers, surgical			
1	10, 12,1 14,	24	operations Professional statistics 'Health Aid Examination form Laboratory, form			
			^(Endemic diseases) mmunicable Diseases rm, Measurement of Incidence and			

	revalence Rate, Risk Score Medical condition, duration stay, statistics Hospitals, bed occupancy rate, atistical form coding 'method ise studiesprepared Health reports and research
	Course Evaluation .1
The grade is distributed out of 100 according	g to the tasks assigned to the student, such as daily preparation. daily, oral, monthly and written exams, reports,
	Learning and teaching resources .1
Methodology books / Auxili	ary books Required textbooks (methodology if a
Basic texts prepared by the subject teacher	er Main References (Source
Reports - Journals and Scientific Magazine	es Recommended supporting books and reference
Interne	(.scientific journals, reports, e
Course Desc	ription Form
Course Desc	ription Form / Course name .1
Course Desc	/ Course name .1
Course Desc	•
	/ Course name .1 Crimes of the Baath regime in Irac
	/ Course name .1 Crimes of the Baath regime in Irac / Course code .2
	/ Course name .1 Crimes of the Baath regime in Irac / Course code .2 Crimes of the Baath regime in Irac
	/ Course name .1 Crimes of the Baath regime in Irac / Course code .2 Crimes of the Baath regime in Irac / Semester / Academic Year .3
	/ Course name .1 Crimes of the Baath regime in Irac / Course code .2 Crimes of the Baath regime in Irac / Semester / Academic Year .3 2024/2023
	/ Course name .1 Crimes of the Baath regime in Irac / Course code .2 Crimes of the Baath regime in Irac / Semester / Academic Year .3 2024/2023 Date this description was prepared .4
	/ Course name .1 Crimes of the Baath regime in Irac / Course code .2 Crimes of the Baath regime in Irac / Semester / Academic Year .3 2024/2023 Date this description was prepared .4 2024/25/3

			On	e hour the	ory
N	lame of the c	course administra	ator (if more than c	one name (mention	
-	0		Name: Aqeel Obaid me: Ahmed Basem N		
			objec	ctives Cou	rse .8
General obje	ctive: To familia	arize the student wi	th the crimes committ	ed against	the
		. Iraqi peopl	e under the defunct B	aathist reg	ime
Specific	objective: To te	each the student the	e extent and brutality	of the Baat	hist
regime in Ira	aq and how it c	ommitted massacre	s and mass graves ag	ainst the l	raqi
				.pec	ople
Introducin	ig the student	to the history of th of the defu.	e establishment Inct Baath Party	Subject	t objectives
Intro	ducing the stu	dent to the most in .committed by th	-		
Introducing	g the student to	o the nature of the .of th	criminal policy ne Baath regime		
Introdu	cing the stude	ent to the description.committed an	on of the crimes d their brutality		
Introducin	g the student t	to the most import under the	ant mass graves Baathist regime		
			Teaching and learn	ing strateg	ies .9
U U	-		tion to the available ne discussion methoe		Strategy
			C	ourse stru	cture .10
Evaluation	Learning	Name of the unit	Required learning	Watches	The
method	method	or topic	outcomes		week
		66			
		00			

Oral test and daily exam	Lectures theory	A historical overview of the origins of crime . and its sources	Introducing the student to the definition of crime in general	3	the firs
Oral test and daily exam	Lectures theory	The concept of crime in law and jurisprudence	The student's awareness of the types of crimes committed under the Baath regime	3	the second
Oral test and daily exam	Lectures theory	The importance of forming the Supreme Criminal Court	Student's Stand on the Formation of the Iraqi Supreme Criminal Court	3	the third
Oral test and daily exam	Lectures theory	Introducing the student to the types of psychological and social crimes . committed	Introducing the student to the concept of psychological and social crimes and their effects	3	Fourth
Oral test and daily exam	Lectures theory	Elements followed by the Uthmani regime in militarizing . society	The student stands on the most important ways of militarizing society	3	Fifth
Oral test and daily exam	Lectures theory	The nature and forms of human rights violations against the Iraqi people	The student stands on the description of crimes and images of violations against the Iraqi people	3	Sixth
Oral test and daily exam	Theoretical lectures	Number of massacres and how they were committed	The student stands on the most important horrific massacres	3	Seventh

Oral test and daily exam	Lectures theory	International legal rules for the use of weapons	The student stands on the most important internationally banned weapons	3	The eighth
Oral test and daily exam	Lectures theory	Means of fighting religion and its men by the Baathist regime	The student's awareness of the most important forms of hostility towards religious men by the Baath regime	3	Ninth
Oral test and daily exam	Lectures theory	The drying up of the marshes by the Baathist regime	The student stands on the effects of the crime of drying up the marshes	3	tenth
Oral test and daily exam	Lectures theory	Methods of using weapons and destruction in the city of Halabja	Student's understanding of the concept of the Halabja massacre	3	eleventh
Oral test and daily exam	Lectures theory	Type of mass grave	Student standing on the definition of mass grave	3	twelfth
Oral test and daily exam	Lectures theory	The popular . uprising	Student standing on the most important physical qualifications	3	thirteenth
Oral test and daily exam	Lectures theory	Effects of the crime of uprooting trees (and orchards	The student stands on the crime of bulldozing orchards, trees and crops	3	fourteent
Oral test and daily exam	Lectures theory	Pictures of torture . in illegal prisons	Student parking places prisons	3	fifteenth
The are 1. ' 1' / '	1	£ 100 access!		se Evaluat	
i në gradë is distri		.preparation, dail	he tasks assigned to the y, oral, monthly and write Theoretical exam in two Learning and teachi	tten exams, stages, 30%	reports, etc 6 and 70%
		68			

Required textbooks (methodology if any)
, , , , , , , , , , , , , , , , , , ,
Main References (Sources)
, , , , , , , , , , , , , , , , , , ,
Recommended supporting books and
references (scientific journals, reports, etc.)
Electronic references, websites

/ Course name .1

Civil Service Legislation

/ Course code .2

Civil Service Legislation

/ Semester / Academic Year .3

2024/2023

Date this description was prepared .4

2024/25/3

Available attendance forms .5

Daily work

Number of study hours (total) / Number of units (total) .6

hours practical and 1 hour theoretical 2

Name of the course administrator (if more than one name is .7 (mentioned

aqeel20obedi@gmail.com :Email A Name: Aqeel Obaidah Hamza Al ahmed.mageed.idi5@atu.edu.iq :Name: Ahmed Basem Majeed Email

Evaluati meth	-	Learning method	Name of the unit or topic A historical	Required learning outcomes Introducing the student	Watches	w
	-	-			Watches	
-				Deminut	Matel	
				Ĺ	Suise Suu	olure
					Course stru	oturo
	amte	uton such a	is more visits and t			
-		-		ition to the availab he discussion metho		Stra
				Teaching and learn	ling strateg	jies .9
				-		
provi	sions	regarding tl	ne termination of t	he employment .relationship		
	Introd	ucing the s	tudent to the most	important legal		
Introdu	•		to the methods of the characteristics	01		
Т 4 1		h 1 ·		ip with the state		
Introduci	ng the	student to	the description of			
	-0			the civil service		
Introdu	cing th	e student to	o the nature of the	-		
Int	roduc	ing the stuc	lent to the most im concepts o.	portant general of public service		
				rvice legislation		
Introdu	icing t	he student	to the history of th	e emergence of	Subjec	
			,,		istry of Hea	
-		-	-	work in the administ		
Sner	ific ob			ant, and the laws of t ow to apply the civil		
	ai obje			t with the laws gover		
Gener	al ahia					

		civil service . legislation			
Oral test and daily exam	Lectures theory	The concept of public office and definition of the legal system of public office	The student's awareness of the legal system of the civil service and its type according to the prevailing concept of the job	3	the second
Oral test and daily exam	Lectures theory	The importance of the legal system for public service	The student's awareness of the importance of studying the legal system	3	the third
Oral test and daily exam	Lectures theory	Definition of a public employee, legally and . jurisprudentially	Introducing the student to the concept of public employee in Iraq	3	Fourth
Oral test and daily exam	Lectures theory	Distinctive elements of a . public employee	The student stands on the most important pillars and standards that must be met in order for a person to be considered a .public employee	3	Fifth
Oral test and daily exam	Lectures theory	The nature of the employee's relationship with the state contractual) (theory	The student stands on the description of the employee's relationship with the state, whether it is an agreement or a central organization, with a statement of the prevailing opinion in the description	3	Sixth
Oral test and daily exam	Theoretical lectures	Organizational theory	The student's understanding of the concept of organizational theory	3	Seventh

			as it represents the prevailing opinion		
Oral test and daily exam	Lectures theory	General rules for assuming public office	The student's awareness of the most important general principles in assuming public office, which are established by the constitution and .laws	3	The eighth
Oral test and daily exam	Lectures theory	Conditions for assuming public office	The student's awareness of the most important conditions stipulated by the Iraqi legislator that must be met by a person in order to be granted the status of .a public employee	3	Ninth
Oral test and daily exam	Lectures theory	Employee Selection Methods	The student will learn about the methods of selecting employees, the characteristics of each method, and .the preferred one	3	tenth
Oral test and daily exam	Lectures theory	Methods of selecting employees in Iraq	Student's understanding of the concept of appointment decision	3	eleventh
Oral test and daily exam	Lectures theory	Appointment and its conditions	Student standing on the appointment decision in Iraq	3	twelfth
Oral test and daily exam	Lectures theory	Direct and trial . period	The student is aware of the most important procedural conditions for the validity of the appointment .decision	3	thirteenth

Oral test and daily exam	Tastan	Duties of a public	The student's awareness of the	3	fourteenth	
exam	Lectures	employee	positive duties			
	theory	(positive duties)	imposed on the			
			public employee			
Oral test and daily		Duties of a public	The student's	3	fifteenth	
exam	Lectures	employee	awareness of the negative duties			
	theory	. (negative duties)	imposed on the public			
		(-	employee			
			Cours	se Evaluat	tion .11	
The grade is distri	buted out of	0	ne tasks assigned to the y, oral, monthly and wri (Practical exam 40 ar Learning and teachi	tten exams, id theoretica	reports, etc al exam 60]	
			-	•		
blications on civ gov		and legislation work of the job	Required textbook	s (methodo	logy if any	
planations of the Civil Service Law, planations of the State Employees scipline Law, Explanations of the Unified Retirement Law					s (Sources)	
eories of emer	gency cir	cumstances in	Recommended supp	orting bo	oks and	
Egyptian and French jurisprudence references (scientific journals, reports, etc						
rograms and websites for civil service laws Electronic references, websites						

Course Description Form

Review of the performance of higher education institutions ()academic program review()

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning .opportunities available. It must be linked to the programme description

	Diwaniyah Tec	hnical	Ins	itute
	Health managem	ent tec	hni	lues
	Hospit	al Mana	age	nent
		Da	ily	vorl
	Second	acadeı	mic	yea
	the total	prac	th	ore
		tical	t	cal
	4	2		2
		ź	202	3
General objective : - Introducing the st	udent to the administrat	ion, de	epa	rtm
	ealth institutions in gene		-	
Specific objective: To enable the student to l	know the most importan	it duti	es a	nd
.the va	arious departments and l	branch	ıes	n h
	.Within its administrativ	ve stru	.ctı	res
Learning outcomes, teaching and learning	g methods and assessment	.10		

A Vnoviladas and vn daustar di	na
A- Knowledge and understandi A1 Understanding the management and distribution of powers in hospital	-
A1 Onderstanding the management and distribution of powers in nospital A2- Classification of departments and their responsibilitie	
A3- Identifying the types of organizational structures and their principles in	
organization	
A4- Hospital planning according to planning principle	
A5- Classification of medical and nursing committees and bodies in hospital	
	2
b- Subject-specific sk	ills
B1 - Giving the duties and tasks assigned to the section in health institution	
and knowing how to enable their managemen	
B2 - Applying administrative organization in health institutions within thei	
administrative structure	s
B3 - Applying rules and responsibilities in all administrative department	s
.within health institution	S
	_
Teaching and learning method	ods
Giving theoretical lectur	·es-
Show movi	es-
Discussi	on-
Evaluation method	ods
Oral and written to	est-
C- Thinking sk	
A1- Brainstorming	~
A2- Visual aid	S
	_ 1
Teaching and learning method	
Intellectual questio	
Scientific dialogue	es -
	-
Evaluation metho	oda
Oral and written to	est-
D - General and transferable skills (other skills related to employability a	nd
.(personal developme	
Speed of receiving information -2	
.Give the correct answer as soon as possible -2	

Ease of transferring information to others -4

		Course starstras 11					
		Course structure .11					
Evalu ation netho d	Teaching method	Name of unit/course or topic	Required learning outcomes	Watc hes For every week	The wee		
Oral and	Lectures Theory	Historical developments of hospitals	Learn about the history of hospitals, concepts related to hospitals,		the first		
writte n test	and practice		and the stages of their development throughout .the ages	4			
Oral and writte n test	Lectures Theory and practice	Hospitals' objectives and main tasks	Learn about the main tasks of the hospital	4	the second		
Oral and writte n test	Lectures Theory and practice	Classification of hospitals according to the type of their management and the distribution of powers and responsibilities	Know the classification of hospitals, their powers and responsibilities	4	the third		
Oral and writte n test	Lectures Theory and practice	Hospital planning, planning principles and planning stages	Knowing the planning principles and stages of hospital planning	4	Fourth		
Oral and writte	Lectures Theory and	Organizational structure of the health sector in Iraq	What is meant by organizational structure and knowing its types at the	4	Fifth		
n test Oral	practice Lectures	Organizational structure in hospital	health sector ?level in Iraq Using organizational	4	Sixth /		
and writte n test	Theory and practice	management, types of organizational	structures in hospital management and knowing the		Seventh		
77							

		structures, principles of organizing the organizational structure	types used, the role of each type and its impact on hospitals		
Oral and writte n test	Lectures Theory and practice	Medical and nursing bodies, types of medical bodies and committees and their responsibilities	Identify the bodies, their types, their role in the hospital, as well as the medical committees and their .responsibilities	4	The eighth
Oral and writte n test	Lectures Theory and practice	Diagnostic and therapeutic departments in the hospital	Identifying the diagnostic departments in the hospital, knowing the role of each department, and evaluating the departments in terms of performing the tasks and work specific to the departments, especially the therapeutic .departments	4	Ninth
Oral and writte n test	Lectures Theory and practice	Outpatient department, its location, (importance, management, organization, staff	Learn about the operations and tasks performed by the outpatient clinic, the importance of this clinic, and learn about management and .organization Discussion of factors that determine the size and type of outpatient .clinic	4	11th/10th

			Emergency Department, its	Demonstrate organizational methods and	4	twelfth
			importance and main duties	emergency		
			Department of Pharmacy and its	.situations		
			duties	Department of Pharmacy,		
	Oral	Lectures		display the most		
	and	Theory		important duties and		
	writte	and		and administrative		
	n test	practice		units affiliated		
				with the Department of		
				Pharmacy		
				Examples of the		
				types of medicines used		
				and their units		
			Radiology Department and	Radiology	4	thirteenth/
				Department –		, ourteenth
			Laboratory Department	Discussion of		Guiteentii
				the methods		
				and techniques		
				used in the		
				Radiology		
				Department		
ľ	Oral	Lectures		Laboratory		
	and	Theory		Department –		
	writte	and		Drawing the		
	n test	practice		organizational		
	11 1051	praetiee		structure and		
				explaining the		
				most important		
				duties and models of the		
				administrative		
				work		
				work procedures of		
				the department		
H			Department of Themered's Modt	Department of	1	fifte and the
			Department of Therapeutic Medicine	Therapeutic	4	fifteenth
			and Consulting Clinics	Medicine (Physiothereny)		
	Orral	Lactures		(Physiotherapy) Explanation of -		
	Oral	Lectures		the procedures,		
	and	Theory		forms and structure of the		
	writte	and		department		
	n test	practice		Consulting		
				Clinics Department -		
				Case studies on		
				planning		
			79			
- 1						

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				medical and nursing services in the consulting clinic					
			Department of Obstetrics and Gynecology, Department of Neuropsychiatric Therapy	Anesthesia Department,	4	sixteenth/s eventeentł			
			Unit, and Department of Anesthesia and	Obstetrics and Gynecology					
		_	(Resuscitation	Department, Neuropsychiatri					
	Oral and	Lectures Theory		c Treatment Unit					
	writte n test	and practice		Department/ Discussing cases that require to					
				be performed in the					
				departments with practical					
			Financial and Administrative Affairs General Services Unit Department	Identify problems Financial and	4	eighteenth			
			Hotel Services Department	Administrative Affairs Donartmont /					
	Oral and writte n test	Lectures Theory and practice		Department / Discussion of the duties of the department and its relationship with other departments that may be encountered and practical examples of public services					
				and discussion of the duties of the department					
	Oral	Loctures	Information Systems and Statistics Unit and Financial Unit	The necessity of performance evaluation to	4	nineteenth			
	Oral and writte n test	Lectures Theory and practice		evaluation to know the models of patient forms and cases in the hospital					
	Oral and	Lectures Theory	The concept, importance and objectives of	Learn about the importance and	4	Twenty			
	writte n test	and	purchasing management in the health sector	objectives of purchasing management,					
L		Practice	80						

			storage purposes, duties Visit and work to the stores and purchasing departments					
Oral and writte n test	Lectures Theory and practice	Quality Management Department / Hotel / Services Department	Quality Management Department / Identifying health cases and presenting and discussing applied cases Hotel Services Department / Discussion of Department Duties Risks in	4	twenty one			
Oral and writte n test	Lectures Theory and practice	Risks in hospitals	Hospitals - Case Studies on Risks in Hospitals	4	Twenty– second			
Oral and writte n test	Lectures Theory and practice	Performance evaluation of health institutions	Evaluating the performance of health institutions and discussing and presenting case studies	4	Twenty– third			
Oral and writte n test	Lectures Theory and practice	Hospital Evaluation / Effectiveness / Case Studies for Measuring Effectiveness Hospital Evaluation / Productivity / Case Studies for Measuring Productivity Hospital Evaluation / Efficiency / Case Studies for Efficiency Measurement	Case studies to measure effectiveness Hospital Evaluation / Productivity / Case Studies for Measuring Productivity Hospital Evaluation / Efficiency / Case Studies for Efficiency Measurement	4	twenty– fourth/twe nty–fifth			
Oral and writte n test	Lectures Theory and practice	Specialized hospitals and their duties	Identifying specialized hospitals, their types, their role in carrying out duties, their	4	twenty– sixth/twen y–seventh			
81								

				level of			
				effectiveness in			
				treating			
				and <i>patients</i>			
				making visits to			
				one of the			
				specialized			
				hospitals to view its work			
				more accurately			
				.and clearly			
Oral	Ιe	ctures	Public relations and its importance in	Public Relations	4	Twenty-	
and		heory	-	Case Studies /		-	
writte		and	health institutions			eighth	
n test		actice					
	P		Communication and its relationship in	Public relations	4	twenty-	
				functions in	-	-	
			health institutions	health		ninth and	
				institutions,		thirty-	
				knowledge of		ninth	
Oral	Le	ctures		the relationship			
and		neory		between health			
writte		and		institutions and			
n test		actice		society, and the			
	1			work of			
				presenting			
				cases and			
				applying them			
				practically			
					Infrast	ructure .12	
			:Sources Course books				
		H	Health Administration – Dr. Thamer –1				
			Yasser Al-Bakri / 2002				
		Mana	agement in private hospitals / Zuhair -2		-	ed reading	
			Hanfi Ali 1982	C	Basic 7		
			Haifa Ayoub Jajawi / International -3	Ĺ	Course b	ooks ■ Other ■	
			Information Network 2002				
		Educa	tion and Learning Technology / Dr4				
	Dalal Malhas and others 2007						
82							

Hospital Management Dr. Tawfiq Nasirat –5 2006 /	
Special programs and websites	Special requirements (including for example, workshops periodicals, software, and (website Social services (including, fo example, guest lectures
Vocational training_field visits	vocational training, and field (studie Acceptance .13
	Prerequisite
	least number of student
	The largest number o student

Course Description Form

Review of the performance of higher education institutions ()academic program review()

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. . It must be linked to the programme description

Diwaniyah Technical Institute

E

	Health management techniques								
	Civil Service Legislation								
	Curricult	um vo	cabular	у					
		Da	ily wor	k					
	Second	acade	mic yea	r					
		_							
	the total	prac tical	theore tical	N					
	4	3	1						
		:	2023	Dat					
	General objective: To familiarize the student with the laws governing the	public	service,	, tie ci					
	Specific objective: Teaching the student how to apply the civil service	laws in	n force i	in state					
		Adm	inistra	tive it					
	Learning outcomes, teaching and learning methods and assess	ment	.23						
Α 1	A- Knowledge and understa	•							
A	 Introducing the student to the history of the emergence of civil ser legisla. 								
A2	2- Introducing the student to the most important general concepts of pu	ıblic							
	.ser A3- Introducing the student to the nature of the legal system of the	vice							
		vice							
A4	- Introducing the student to the description of the employee's relation	-							
A5-	with the s. Introducing the student to the methods of selecting public employees.								
110	the characteristics of each met								
	84								

A6 - Introducing the student to the most important legal provisions regarding .the termination of the employment relationship	
b- Subject-specific skills	
B1 - Determines experience and knowledge of models of legislation related to .public office	
.B2 - Determines the student's ability to apply the laws governing public office .B3 - Determines the student's ability to implement administrative decisions	
Tradice and transies with the	
Teaching and learning methods	
Using theoretical and scientific lectures in addition to the available means of - clarification and the discussion method.	
Evaluation methods	
Directing oral and written questions to the student through - Daily, semester and annual exams.	
C- Thinking skills A1- Brainstorming	
A2- Visual aids	
Teaching and learning methods	
Theoretical and scientific lectures -	
Field visits to the work reality-	
Evaluation methods	
Daily, semester and final exams-	
Daily activity and attendance -	
Summer training form	
D - General and transferable skills (other skills related to employability and	
(personal development). D1- D1- Focus on the most important laws prevailing in the field of public	
.service	
.D2- Review the historical progression of civil service legislation	
85	

D3- Reviewing the most important general principles in assuming public .office

.D4- Keeping up with the latest methods used to achieve the goals

	Course structure .24							
	valuati on iethod	Teaching method	Name of unit/course or topic	Required learning outcomes	Watch For es every week	The wee		
	ral test and daily ∍xam	Lectures theory	A historical overview of Iraqi civil .service legislation	Introducing the student to the historical progressio n of civil service legislation	4	the fir	5	
	ral test and daily ∌xam	Lectures theory	The concept of public office and definition of the legal system of public office	The student's awareness of the legal system of the civil service and his awareness of the prevailing concept of the job	4	the secor		
	ral test and daily ∍xam	Lectures theory	The importance of the legal system for public service	The student's awareness of the importance of studying the legal system	4	the thirc		
С	ral test and daily ∍xam	Lectures theory	Definition of a public employee, legally .and jurisprudentially	Introducing the student to the concept of public employee in Iraq	4	Fourt		
	ral test and daily ∌xam	Lectures theory	Distinctive elements of a public .employee	The student stands on the most important pillars and standards that must be met in order for a person to be considered a public .employee	4	Fifth		
	ral test and daily ∍xam	Lectures theory	The nature of the employee's relationship with the state (contractual theory)	The student stands on the description of the employee's relationship with the state, whether it is	4	Sixth		
	87							

				an agreement or a central organization, with a statement of the prevailing opinion in the description			
C ral an da exa	nd ily	Theoretic al lectures	Organizational theory	The student's understanding of the concept of organizational theory as it represents the prevailing	4	Sever h	t
C ral an da exa	ily	Lectures theory	General rules for assuming public office	opinion The student's awareness of the most important general principles in assuming public office, which are established by the constitution .and laws	4	The eight	
an da		Lectures theory	Conditions for assuming public office	The student's awareness of the most important conditions stipulated by the Iraqi legislator that must be met by a person in order to be granted the status of a public employee	4	Ninth	
an da		Lectures theory	Employee Selection Methods	.employee The student will learn about the methods of selecting employees, the characteristics of each method, and the preferred .one	4	tenth	
C ral an	test nd	Lectures theory	Methods of selecting employees in Iraq	Student's understanding of the concept of appointment decision	4	eleve h	t

daily exam					
C ral test and daily ∌xam	Lectures theory	Appointment and its conditions	Student standing on the appointment decision in Iraq	4	twelft
C ral test and daily ∍xam	Lectures theory	.Direct and trial period	The student is aware of the most important procedural conditions for the validity of the appointment .decision	4	thirtee th
C ral test and daily ∍xam	Lectures theory	Duties of a public employee (positive (duties	The student's awareness of the positive duties imposed on the public employee	4	fourte nth
C ral test and daily exam	Lectures theory	Duties of a public employee (negative .(duties	The student's awareness of the negative duties imposed on the public employee	4	fifteeı h
C ral test and daily ∍xam	Lectures theory	Public employee rights (salary and (allowances	The student's awareness of the most important aspects of the balanced legal system for public service, represented by employee .rights	4	Sixtee th
C ral test and daily ∍xam	Lectures theory	Promotion, job promotion and vacations	The student's awareness of other types of public employee rights	4	seven enth
C ral test and daily ∌xam	Lectures theory	Pension and other material and moral benefits and privileges	The student stands on another level of public employee rights	4	eighte nth
and	Lectures theory	Disciplinary system in the public service (disciplinary crime)	The student's understanding of the concept of the disciplinary	4	ninete nth
		89	uiscipiinary		

		system and the concept of		
		disciplinary and criminal crimes		
Lectures theory	Disciplinary sanctions	Student awareness of the nature of disciplinary sanctions	4	Twen
Lectures theory	Disciplinary authorities and penalty procedures	The student's awareness of the nature of the official authorities authorized to impose the penalty and the procedures for imposing it	4	twent one
Lectures theory	hand pull	The student is aware of the most important standards and controls for the integrity and safety of the administrative	4	Twent secor
Lectures theory	Appealing decisions to impose penalties and the historical development of the powers of the General Disciplinary Council (abolished)	The student's awareness of the most important mechanism for removing injustice and oppression in imposing	4	Twent thirc
Lectures theory	Jurisdiction of the Administrative Court and Jurisdiction of the Civil Service Court	The student is aware of the nature of the jurisdiction of the administrative judiciary courts and the nature of the decisions issued when considering .appeals	4	Twent fourt
Lectures theory	Cancellation of the penalty for the public employee receiving letters of thanks and appreciation from the competent authorities	The student's standing on the issue of imposing punishment is not eternal, but	4	Twent fifth
	Lectures theoryLectures theoryLectures theoryLectures theoryLectures theoryLectures theory	Lectures theoryDisciplinary authorities and penalty proceduresLectures theoryDisciplinary authorities and penalty proceduresLectures theoryhand pullLectures theoryAppealing decisions to impose penalties and the historical development of the powers of the General Disciplinary Council (abolished)Lectures theoryJurisdiction of the Administrative Court and Jurisdiction of the Civil Service CourtLectures theoryCancellation of the penalty for the public employee receiving letters of thanks and appreciation from the	Lectures theoryDisciplinary sanctionsStudent awareness of the nature of disciplinary sanctionsLectures theoryDisciplinary authorities and penalty proceduresThe student's awareness of the nature of the official authorities authorities authorities for imposing it The student's awareness of the nature of the student is awareness of the nature of the student is awareness of the nature of the student is aware of the most and most and the penalty and the proceduresLectures theoryAppealing decisions to impose penalties and the historical development of the powers of the General Disciplinary Council (abolished)The student is awareness of the administrative impostant mechanism for removing injustice and opression in imposing punishmentLectures theoryJurisdiction of the Administrative Court and Jurisdiction of the Civil Service CourtThe student's aware of the aware of the aware of the imposing injustice and opression in imposing punishmentLectures theoryCancellation of the penalty for the public employee receiving letters of thanks and appreciation from theThe student's standing on the issue of the issued when considering .appeals	Lectures theoryDisciplinary sanctionsStudent awareness of the nature of disciplinary sanctions4Lectures theoryDisciplinary authorities and penalty proceduresThe student's awareness of the nature of the nature of the nature of the nature of the nature of the nation of the shorter of the nation of the shorter of the nation of the shorter of the nation

			can be cancelled in .certain ways		
C ral test and daily ∍xam	Lectures theory	Monitor, organize and train staff	The student's awareness that the number of employees in official departments is subject to the supervision of the competent authorities	4	Twent sixth
C ral test and daily exam	Lectures theory	Transfer and return of employees	The student's awareness of the legal provisions regarding the transfer and return of employees	4	twent seven
C ral test and daily ≽xam	Lectures theory	Termination of employment relationship (resignation and death)	The student's awareness of the cases of expiry of the public employee's working life	4	Twent eight
C ral test and daily exam	Lectures theory	The case of cancelling a public job and dismissing an employee during the probationary period	The student's awareness of other cases of termination of the functional relationship	4	twent ninth
Oral and vritten test	Lectures theory	Retirement, dismissal and termination from employment	The student's awareness of the most important legal provisions in another scope of the expiry of the employment relationship	4	thirty
				Infrastruc	ture .25
	Prescrit	oed books with legal texts for civil service	:Required readings Basic Texts • Course books • Other •		ts •
	Spec	ial programs and websites for civil service legislation and laws	Special requirements (including for example, workshops periodicals, software, and (website		rkshops are, and
		91			

	Field visits and vocational training	Social services (including, fo example, guest lectures vocational training, and fiel (studie	S C			
		Acceptance .2	e			
	Central admission criteria in the Ministry of High Education and Scientific Researc	Prerequisite				
		least number of student				
		The largest number of student				
the co	Course Description Form Review of the performance of higher education institutions ()academic program review() Course Description This course description provides a concise summary of the main features of he course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. . It must be linked to the programme description					
		Diwaniyah Technical Institute				
	Health management techniques					
		Hospital warehouse management	E			
			T			
	Daily work					
	92					

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	theo	prac	the total	
	tica	tical		
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-		-		
a	ehous	of war	ns to study the scientific foundations	General objective: The course a
		their pi	•	
_			Ident with information that qualifies	Specific objective: Providing the
			es located in the health sector bodie	
			e appropriate time and place and in	
	.36	ment	g and learning methods and assess	Learning outcomes, teach
	.36	ment	g and learning methods and assess	Learning outcomes, teach
	.36	nding	A- Knowledge and understa	Learning outcomes, teach
	.36	nding ures	A- Knowledge and understa A1 Storage procee	
	.36	nding ures uses	A- Knowledge and understa A1 Storage proced rangement of materials in wareho	A2- Classification, indexing and
	.36	nding ures uses uses	A- Knowledge and understa A1 Storage proced rangement of materials in wareho fying handling systems in wareho	A2- Classification, indexing and A3- Ide
	.36	nding ures uses uses rage	A- Knowledge and understa A1 Storage proced rangement of materials in wareho fying handling systems in wareho w to maintain warehouses and sto	A2- Classification, indexing and A3- Ide
	.36	nding ures uses uses rage	A- Knowledge and understa A1 Storage proced rangement of materials in wareho fying handling systems in wareho	A2- Classification, indexing and A3- Ide
	.36	nding ures uses uses rage sign	A- Knowledge and understa A1 Storage proced grangement of materials in wareho fying handling systems in wareho w to maintain warehouses and sto A5- Warehouse planning and de	A2- Classification, indexing and A3- Ide
	.36	nding ures uses rage sign	A- Knowledge and understa A1 Storage proced trangement of materials in wareho ifying handling systems in wareho w to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specifie	A2- Classification, indexing and A3- Ide A4- I
	.36	nding ures uses uses rage sign c skills nent	A- Knowledge and understa A1 Storage proced grangement of materials in wareho fying handling systems in wareho w to maintain warehouses and sto A5- Warehouse planning and de	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o
	.36	nding ures uses rage sign c skills nent ttion	A- Knowledge and understa A1 Storage proced trangement of materials in wareho fying handling systems in wareho w to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specifie he receipt and disbursement docum	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin
	.36	nding ures uses uses rage sign c skills nent tion rials	A- Knowledge and understa A1 Storage proced rangement of materials in wareho fying handling systems in wareho w to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specific he receipt and disbursement docur symbols in ordering and classifica	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin B3 - Ap
	.36	nding ures uses rage sign c skills nent tion rials tion	A- Knowledge and understa A1 Storage proced rangement of materials in wareho ifying handling systems in wareho we to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specific he receipt and disbursement docur symbols in ordering and classifica ying indexing rules to stored mate asy access and retrieval of information	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin B3 - Ap
	.36	nding ures uses rage sign c skills nent tion rials tion	A- Knowledge and understa A1 Storage proceder rangement of materials in wareho ifying handling systems in wareho we to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specifie he receipt and disbursement docur symbols in ordering and classification ying indexing rules to stored material asy access and retrieval of information Teaching and learning material	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin B3 - Ap
	.36	nding ures uses rage sign c skills nent tion rials tion ethods	A- Knowledge and understa A1 Storage proceder rangement of materials in warehous fying handling systems in warehous we to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specifie he receipt and disbursement docum symbols in ordering and classification ying indexing rules to stored material asy access and retrieval of information Teaching and learning m Giving theoretical le	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin B3 - Ap
	.36	nding ures uses rage sign c skills nent tion rials tion ethods ctures-	A- Knowledge and understa A1 Storage proced rangement of materials in wareho ifying handling systems in wareho we to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specific he receipt and disbursement docur symbols in ordering and classification ying indexing rules to stored material asy access and retrieval of information Teaching and learning m Giving theoretical le Show n	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin B3 - Ap
	.36	nding ures uses rage sign c skills nent tion rials tion ethods	A- Knowledge and understa A1 Storage proced rangement of materials in wareho ifying handling systems in wareho we to maintain warehouses and sto A5- Warehouse planning and de b- Subject-specific he receipt and disbursement docur symbols in ordering and classification ying indexing rules to stored material asy access and retrieval of information Teaching and learning m Giving theoretical le Show n	A2- Classification, indexing and A3- Ide A4- I B1 - Give the number and date o B2 - Usin B3 - Ap

Evaluation methods Oral and written test-

C- Thinking skills A1- Brainstorming A2- Visual aids

Teaching and learning methods

Intellectual questionsfee-

Evaluation methods

Oral and written test-

D - General and transferable skills (other skills related to employability and ..(personal development D1- D1- Speed of receiving information .D2- Give the correct answer as soon as possible D3- Apply information accurately and efficiently

D4- Ease of transferring information to others

	Course structure .37							
Evaluat ion method	Teaching method	Name of unit/course or topic	Required learning outcomes	W atc he s Fo r ev er y we ek	The week			
Oral and written test	Lectures theory	The concept of the importance of warehouses and general concepts / the importance of storage and its purposes in the national economy, in .production facilities and in health facilities	Learn about warehouses, how to manage them, and the concepts related to the storage .process	2	the first			
Oral and written test	Lectures theory	Warehouse Management Jobs / Warehouse Management Position in Organizational Structure	Learn about the function of receiving, checking, disbursing .and inventory control	2	the second			
Oral and written test	Lectures theory	The relationship of warehouse management with other departments / warehouse management as . an independent department	Identify the relationship between warehouse management and other departments as an independent or subordinate department	2	the third			
Oral and written test	Lectures theory	Duties, responsibilities and functions of warehouse management (warehouse manager / warehouse officer / head of the inspection and .receiving department)etc	Learn about the responsibilities and duties of the warehouse manager/warehouse officer/head of the inspection and receiving department	2	Fourth			
Oral and written test	Lectures theory	.Centralization and decentralization in storage	The importance of centralization and decentralization and the factors affecting the choice of each	2	Fifth			
	95							

Oral and	Lectures	Scientific organization of materials inside the warehouse (inventory description / simplification and planning of materials / distinction and	Use methods to arrange materials inside the warehouse	2	Sixth/ Seventh			
written test	theory	classification of materials / coding of materials / (preparation of materials manual						
Oral		warehouse buildings	Learn the steps that	2	The			
and	Lectures		must be followed in		eighth			
written	theory		successful and					
test			.effective planning					
Oral		Storage Equipment / Maintaining Materials in the	Handling knowledge of warehouse	2	Ninth			
and	Lectures	Warehouse	equipment					
written	theory							
test								
Oral		Warehouse Operations Management	Learn about the	2	11th/10th			
and	Lectures	(Inspection/Receipt, Disbursement and Return)	processes for your					
written	theory		warehouse					
test								
Oral		Records and storage cards (classification card /	Types of cards and	2	twelfth			
and	Lectures	automatic registration card / manual registration	storage records					
written	theory	(card						
test								
Oral		Inventory planning / Economic impulse purchase	The importance and	2	thirteenth			
and	Lectures	estimation / Inventory planning methods (using	benefits of planning		fourteent/			
written	theory	tabular analysis / using graphs / using	inventory size using		· · ·			
test	theory	.(mathematical equations / reorder point	mathematical		h			
			methods					
Oral	-	.Stock planning/training offer comparison	Learn the steps of proper planning	2	fifteenth			
and	Lectures		proper pressing					
written	theory							
test								
Oral		Stock control (inventory/turnover/budget)	The importance of	2	sixteenth/			
and	Lectures		inventory control		seventeen			
written	theory				th			
test								
Oral		Problems and obstacles of qualitative storage	Identify storage problems	2	eighteent			
and	Lectures		Providity		h			
written	theory							
test								
Oral		Warehousing performance evaluation	The necessity of	2	nineteent			
and	Lectures		performance		h			
written	theory		evaluation to identify					
test			strengths and weaknesses					
			weaknesses					
	96							

Oral and written	Lectures theory	The concept, importance and objectives of purchasing management in the health sector	Learn about the importance and objectives of purchasing	2	Twenty
test	uncorj		management		
Oral		Purchasing Management Jobs	Knowing the most	2	twenty
and	Lectures		important functions of purchasing		one
written test	theory		management		
Oral		The location of the purchasing department in the	Identify the position	2	Twenty-
and	Lectures	organizational structure and its relationship with	of the purchasing department in the		second
written	theory	other departments	organizational structure		
test Oral		Burebacing Strategy	Learn about	2	Turnets
Oral and	Lectures	Purchasing Strategy	purchasing strategies	2	Twenty-
written	theory				third
test					
Oral	T	Internal organization of the purchasing	Methods of internal organization of	2	twenty-
and written	Lectures	department / purchasing and suppliers	purchasing		fourth/tw
test	theory	department	management		enty-fifth
		Centralization and decentralization in	Identify the reasons	2	twenty-
Oral and	Lectures	purchasing/basic lines in purchasing	for using		sixth/twe
written	theory		centralization and decentralization in		, nty–
test	5		purchasing		seventh
Oral		Determine the quantity required / buy in bulk /	Identify the quantities	2	Twenty-
and	Lectures	buy in small quantities	required to purchase according to demand		eighth
written	theory		8		
test				2	
Oral and	Lectures	Choosing procurement sources / factors in selecting suppliers	How to choose purchasing sources	2	twenty-
written	theory	scieculity suppliers	and suppliers		ninth
test	J				
Oral		Electronic calculator in the health sector	Learn how to use	2	thirty
and	Lectures		computers in the		
written test	theory		health sector		
			۲ ۲	nfrag	tructure .38
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		Course books		-	ed reading:
		В		asic [
			Course b		OOKS ■ Other ■
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		97			

Special programs and websites	S	fc	equirements (including or example, workshop riodicals, software, an (website)
Vocational training		e	services (including, fo example, guest lecture ional training, and fiel (studio
			Acceptance .3
			Prerequisite
		10	east number of studen
	_		The largest number of
			studen
 Course Description For			
Business cor	respo	ondence	/ Course name .1
			Course code .2
		Chapter	/ Second Year .3
Date of preparation	on of	f this de	scription /2024 .4
Available attendance f	0.0000	in no	rean attendance 5
Available attendance in	orms	s / iii-pei	Ison attendance .5
Number of study hours (tota	al) /	Number	c of units (total) .6
the total Practical Th	eore	etical	
3 2	1		
Name of the course administrator (i	t mo	ore than	one name is .7 (mentioned
 98			

suhad.ameer.idi@atu.edu.iq :Email Aidi -Name: Suhad Abdul Ameer Al								
objectives Course .8								
Subject objectives ucate students, develop their thinking, and guide them to the right to It aims .path in terms of education and developing their scientific ideas Teaching and learning strategies .9								
					Strategy			
			Cou	urse struct	ure .10			
Evaluation	Learning	Name of the unit	Required learning	Watches	The			
method	method	or topic	outcomes		week			
Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches	The week			
Oral and written test	Lectures theory	Learn about the four levels of writing		hours 2	1			
Oral and written test	Lectures theory	Examples of messages between friends		hours 2	-2			
Oral and written test	Lectures theory	Examples of messages between parents		hours 2	-3			
Oral and written test	Lectures theory	11		hours 2	-4			
Oral and written test	Lectures theory	Examples of letters to a magazine		hours 2	-5			

0 1 1		Correcting		
Oral and written test	Lectures theory	Correcting repeated mistakes of students	hours 2	-6
Oral and written test	Lectures theory	n	hours 2	-7
Oral and written test	Lectures theory	Rules for writing a letter	hours 2	-8
Oral and written test	Lectures theory	Rules for writing a formal letter	hours 2	-9
Oral and written test	Lectures theory		hours 2	10
Oral and written test	Lectures theory	What to write and what not to write	hours 2	-11
Oral and written test	Lectures theory		hours 2	-12
Oral and written test	Lectures theory	Study examples of the message	hours 2	13
Oral and written test	Lectures theory	Correcting repeated mistakes of students	hours 2	14
Oral and written test	Lectures theory		hours 2	15
Oral and written test	Lectures theory	CV	hours 2	16

Oral and written test	Lectures theory	"			hours 2	17
Oral and written test	Lectures theory	The basic of the pla	-		hours 2	18
Oral and written test	Lectures theory	What to w and what n write			hours 2	19
Oral and written test	Lectures theory	"			hours 2	20
Oral and written test	Lectures theory	Examples given	are		hours 2	21
Oral and written test	Lectures theory	"			hours 2	22
Oral and written test	Lectures theory	Ready examples explanati	for		hours 2	23
I		I		Course	Evaluatior	n .11
The grade is di	stributed out of		laily, or	asks assigned to the s al, monthly and writte	en exams, rep	oorts, etc
			Lea	arning and teaching	g resources	s .12
Course books				Required textbooks (methodology if any)		
Main References (Sources)						
	Recommended supporting books and references					
XX7 1 1				(.scientific journals, reports, etc)		
	Websites Electronic references, websites					

Course Description Form

Review of the performance of higher education institutions ()academic program review()

Course Description

.The student should be familiar with various computer applications -

Technical / Diwaniyah	Educational institution .40
Health management techniques	University Department / .41 Center
Calculator applications)2(Course Name/Code .42
Curriculum vocabulary	Programs that include .43
My presence	Available attendance .44 forms
the second	Chapter/Year .45
3	Number of study hours .46 (total)
2018/1/15	Date this description was .47 prepared
	Course objectives .48

To be able to distinguish between the types of software that can be dealt .with

Learning outcomes, teaching and learning methods and assessment .49

A- Knowledge and understanding A1- Familiar with computer applications -A3 -A3 -A4 -A5 -A6 b- Subject-specific skills B1 - Familiar with using calculator - B2 - B3 - B4 - B4 - B4 - B4 - B4 - B4 - B4 - B4	
-A4 -A5 -A6 b- Subject-specific skills B1 - Familiar with using calculator - B2 - B3 - B4 Teaching and learning methods Practical and theoretical lectures Practical and theoretical lectures C- Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods D - General and transferable skills (other skills related to employability and .(personal development	A1- Familiar with computer applications -A2
-A6 b-Subject-specific skills B1 - Familiar with using calculator - B2 - B3 -B4 Teaching and learning methods Practical and theoretical lectures Practical and theoretical lectures C-Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods D - General and transferable skills (other skills related to employability and .(personal development	-A4
B1 - Familiar with using calculator - B2 - B3 - B4 Teaching and learning methods Practical and theoretical lectures Evaluation methods Oral and written tests C- Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	-A6
Practical and theoretical lectures Evaluation methods Oral and written tests C- Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	B1 - Familiar with using calculator - B2 - B3
Evaluation methods Oral and written tests Oral and written tests C- Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	Teaching and learning methods
Oral and written tests C- Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	Practical and theoretical lectures
C- Thinking skills A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	Evaluation methods
A1- Intellectual questions A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	Oral and written tests
A2- Disassembling the computer Teaching and learning methods Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	-
Lectures an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	*
an offer Evaluation methods Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	Teaching and learning methods
Written and oral tests Reinstall the computer- D - General and transferable skills (other skills related to employability and .(personal development	
D - General and transferable skills (other skills related to employability and .(personal development	Evaluation methods
.(personal development	
.D1- Use the Internet to get the latest information	.(personal development
	.D1- Use the Internet to get the latest information
103	103

	Course structure .5						
Evalu ation netho d	Teachin g method	Name of unit/course or topic	Required learning outcomes	Watches	The week		
)ral and written test	Theoretic al and practical lectures	The concept of networks their types – the and – Internet concept of the Turn it on Description of the main – screen and its components – How to connect to the .Web World Wide Benefit from popular – search engines such as Google - Yahoo Learn how to search for – .and access information	Familiar with calculator applications	hours 3 per week	the first Until the third		
)ral and written test	Theoretic al and practical lectures	editing Learn about the – provided by the process program – How to copy or transfer data And learn about the concept of copying mathematical operations as well as the concept of relative cells .cellsand Absolute Controlling the cell – display: changing its style and format by using .formatting tools	Familiar with calculator applications	hours 3 per week	Four th Until tenth		
		104					

	Theoretic	and Dealing with charts – how to convert numerical and textual data into charts .of various types Its types through the Chart learn how to and Wizard make modifications And the revisions provided .by the program Learn how to add or – delete rows or columns in a worksheet and how to print .data .Digital or charts	Familiar with	hours 3	eleve		
)ral and written test	al and practical lectures	 statistical programSPSS The concept of the – program and its operation Steps to analyze data and – identify the components of the main screen Data entry, saving and – retrieval – data types, sorting and switching caseor Insert a variable – merge files and analyze them 	calculator applications	per week	nth Until The twen ieth		
)ral and written test	Theoretic al and practical lectures	old version _{Body} works orDOS that works under .(Windows environment	Familiar with calculator applications	hours 3 per week	twen y one Unti Thir y		
		105					

Program concept – How –	
to operate it – Exit it –	
Getting to know the main	
screen and benefiting from	
it	
The options it provides,	
which represent the	
different human body	
systems for general and special sections, such as	
-	
Scientific apparatus Lymphatic-Muscle-	
Digestive-Skeletal-Nervous	
and System-Endocrine	
others	
The system also provides –	
information about public	
health, first aid, and	
narcotics	
and their types (Drugs)	
and methods of prevention	
Athletes' wounds – –	
Acquired	
immunodeficiency	
.(Aids)	
Dealing with the mouse –	
through the program and	
how to access the	
illustrative images and	
explanation of each effect	
On the human body	
Dealing with printing –	
images or converting them	

		format with (PCX) to the high compression in terms .of size and recognition See also) On related topics and the help or search (.provided by the program Benefit from the animation by the provided programs .program					
					Infrastruc	ture .51	
			ırse books	Required: Basic Te Course bo			
		Special programs and	d websites	for e	Special requirements (includ for example, worksho periodicals, software, (webs		
	Vocation		al training Social services (inclusion of the services of the services (inclusion of the services of the services of the services (inclusion of the services o		mple, guest l al training, a	ectures	
					Accepta	nce .52	
					Prere	quisite	
					t number of		
The largest number of student						student:	
Course Description Form							

Review of the performance of higher education institutions ()academic program review()

Course Description

human behavior in organizations in order This course deals with the study of to understand this behavior and its causes, and to determine the appropriate methods to control and direct it. This requires covering first: the individual determinants of human behavior in detail and scientific study, from management, motivations, Second: the collective determinants of . personality, learning, values and attitudes behavior, especially group dynamics and formation, organizational culture and Finally: skills, abilities and methods Administrative to . management methods achieve organizational effectiveness, which includes communication , leadership, . conflict management, change, and work stress

Diwaniyah Technical Institute	Educational institution .53			
Health management techniques	University Department / .54 Center			
Professional conduct	Course Name/Code .55			
	Programs that include .56			
My presence Available attendance form				
the second Chapter/Year				
hour theoretical + 1 hour practical = $2*30 = 60$ 1 hours	Number of study hours .59 (total)			
2023	Date this description was .60 prepared			
	Course objectives .61			
the student with the knowledge and skills necessary to Providing understand the behavior of individuals and groups in business . organizations				
	-			
108				

- Teaching the student how to work on improving the performance of individuals by identifying and studying the capabilities and potential of . individuals and motivating and encouraging them to work
- Working to create the necessary working conditions and environment to achieve efficient performance and studying the behavior of . individuals and how to lead them
 - management and how to resolve them, change management and .organizational development

Learning outcomes, teaching and learning methods and assessment .62

A- Knowledge and understanding

- Developing the student's knowledge skills related to employee behavior, -A1 . the reasons and the best way to change and manage it
- Developing the student's ability to deal with conflict between groups, work -2 . pressures, and managing change within the organization
 - Developing the student's ability to communicate and how to deal with the -3 . variables affecting communication within organizational structures

b- Subject-specific skills - B1

Teaching and learning methods

- .Delivering theoretical and practical lectures and discussing them -
 - .Discussing reports prepared by students -

Evaluation methods

Oral and written test

C- Thinking skills A1- Brainstorming A2- Visual aids

Teaching and learning methods

Intellectual questionsfee-

Evolución methodo
Evaluation methods
Oral and written test-
D - General and transferable skills (other skills related to employability and
.(personal development
-D1
-D2
-D3
-D4

		Usedanatar structure 6	0		
		Headquarter structure .63	3		
Eval uatio n meth od	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches	T h e w ee k
Oral and writte n test	Lectures theory	Dimensions of behavioral sciences and their importance in management	Knowledge of the concept of behavioral sciences and professional codes of conduct	hour 1 theoretical	1
Oral and writte n test	Lectures theory	Study of human behavior in the organization	Identify the objectives and outcomes of organizational behavior		2
Oral and writte n test	Lectures theory	Human behavior - determinants - principles	Knowing the meaning, types and characteristics of human behavior		3
Oral and writte n test	Lectures theory	Model of human behavior as an open system	Realizing the importance of studying human behavior		4
Oral and writte n test	Lectures theory	Determinants of individual behavior in the workplace	Objective interpretation of behavior and understanding of influencing factors		5
Oral and writte n test	Lectures theory	Privacy of work in the health organization	Understanding the characteristics of the health institution and its parts		6- 7
Oral and writte n test	Lectures theory	Professional behavior and the importance of studying it	Understanding individual behavior within an organization		8 - 9
Oral and writte n test	Lectures theory	Employee Attitudes and Values - Distinctive Features of Building an Individual's Personality within Society	Understand the definition of trends, their components, and the sources that contribute to their .formation		1 0- 1 1
Oral and writte n test	Lectures theory	Motives of human behavior and its impact on the health organization	Knowing the types of motivations and their characteristics		1 2- 1 3
		111			

Oral	.	Personality and its impact on	Knowing the basic	
and	Lectures	administrative work	characteristics of	
vritte	theory		personality and the	
1 test			influencing factors	
Oral		Collective determinants of human	Understanding the	
and	Lectures	behavior in management	factors that	
vritte	theory		contribute to	
1 test			shaping collective behavior	
Oral		The importance of studying the	Understanding	
and	Lectures	The importance of studying the	Organization and	
vritte	theory	organization and basic theories	Theories	
n test	theory			
Oral		Formal and informal working group	Knowing the types	
and	Lectures	i of mar and morthan working group	of groups and their	
vritte	theory		importance	
n test	and only		1	
Oral		Health institution or organization	Understanding the	
and	Lectures		characteristics and	
vritte	theory		parts of the health	
n test			institution	
Oral		Organizational determinants of	Knowing the	
and	Lectures	human behavior in management	positive and	
vritte	theory	8	negative influences	
n test	theory		on employee	
			behavior	
a 1		Factors affecting public relations	Knowing the roles	
Oral	т ,	and public communication	played by public	
and	Lectures		relations in the	
vritte	theory		hospital and the	
n test			importance of health	
			culture in society	
Oral		The importance of performance	Knowing the importance of	
and	Lectures	evaluation and methods of evaluating	evaluating employee	
writte	theory	employee performance	performance and	
n test			evaluation methods	
		The importance of administrative	Understanding the	
Oral			definition of	
and	Lectures	leadership and administrative decision-	leadership and	
vritte	theory	making	modern trends in	
n test	theory		administrative	
			leadership	
Oral		Human behavior and professional	Understanding	
and	Lectures	compatibility in work and organization	human behavior	
vritte	theory	company in work and organization	within the	
ı test	-,		organization	
	Lectures	Media and propaganda - importance -	Knowing the	
Oral			importance of media	
Oral and	theory	concept - characteristics - comparison	importance of media	

writte					and its		
n test				ch	aracteristics		
Oral			Career guidance		ealizing the		2
and	Le	ctures		impo	rtance of career		5
writte	th	neory			guidance		
n test							
Oral	Ŧ		Job analysis and its impact on		ving the impact		2
and		ctures	employee behavior		work on the		6
writte	th	neory			havior of the		
n test					king individual		
a n d			Definition of society - its		wing the stages of societal		2
and writte	Le	ctures	establishment and development -		elopment and		7
n test	th	neory	theories of the emergence of society		ories of their		
II ICSI		•			emergence		
Oral			Social Organization - Characteristics		vledge of social		2
and	Le	ctures	-		nization and its		$\frac{2}{8}$
writte		neory	of Organizations	<u> </u>	aracteristics		0
n test	UI.	leory					
Oral			Social relations and methods of	Und	erstanding the		2
and	Le	ctures	organizing them		ponsibility of		9
writte	th	neory	organizing tion	heal	th institutions		
n test		5		tov	vards society		
					l	Infrastructure	e 64
				-			
			Course book	c	:R	lequired read	ling
			Course book	.5	E	Basic Texts	•
					Co	urse books	-
						<u> </u>	-
				S	pecial require	ments (includ	ling
			Spacial programs and wabsite		for exar	nple, worksh	lops
			Special programs and website	5		als, software,	- 1
						(web	
					Social servic	× *	
						le, guest lecti	
			Vocational training	g	-	raining, and	
					vocational t	-	
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						A (
						Acceptance	
						Prerequi	site
					least nu	umber of stud	lent
					The l	argest number	er o lent:
						stuc	ient:
			113				

		ons	of higher education institutio	-
		tion	ogram review() Course Descrip	()academic
	ting ble.	onstrati availab	expected of the student, demo	s course description provides a course and the learning outcom other the student has made the n . It mu
e E	Institute	hnical	Diwaniyah Tec	
_s Un	chniques	nent tec	Health managem	
	ity Health	mmuni	Co	
Σ.	aily work	Dai		
r	emic year	acader	Second	
N	theore tical	prac tical	the total	
] Dat	2 2023	2	4	
	2025			

Specific objective: To familiarize the student with the general conditions of hu man

Learning outcomes, teaching and learning methods and assessment .75 A- Knowledge and understanding A1- Storage procedures A2- Classification, indexing and arrangement of materials in warehouses A3- Identifying handling systems in warehouses A4- How to maintain warehouses and storage A5- Warehouse planning and design b- Subject-specific skills .B1 - Give the number and date of the receipt and disbursement document B2 - Using symbols in ordering and classification B3 - Applying indexing rules to stored materials .B4- Use the storage card for easy access and retrieval of information Teaching and learning methods Giving theoretical lectures-Show movies-Discussion-Evaluation methods Oral and written test-C- Thinking skills A1-Brainstorming A2- Visual aids Teaching and learning methods Intellectual questionsfee-Evaluation methods 115

Oral and written test-

D - General and transferable skills (other skills related to employability and ..(personal development D1- D1- Speed of receiving information .D2- Give the correct answer as soon as possible D3- Apply information accurately and efficiently D4- Ease of transferring information to others

	Course structure .76							
Т	valuati			Doguirad	Hour			
L		Teaching	Nome of writ/course on tonic	Required		Theres		
	on	method	Name of unit/course or topic	learning	s per	The wee		
	nethod			outcomes	week			
	ral and	Lectures	- Community health - definition - health - definition	Learn about health, its		the firs		
1	ritten	theory	.components of health	components and	2			
	test	liteory		health services				
			Health statistics - meaning - general method of health	Learn about the sections of	2	the seco		
C	ral and	Τ	mortality and birth rates (health measures research -	statistics,				
	ritten	Lectures	.(and indicators	sources of				
	test	theory		sample				
				collection, and				
			Indicators include the goal of health institutions -	.survey methods Learn how to	2	(h.). (h.).		
			·	achieve the	2	the thir		
			detection of diseases - special preventive measures -					
			.treatment of diseases - rehabilitation of patients	main goal of				
C	ral and			health				
	ritten	Lectures		institutions,				
	test	theory		early detection				
	test			of diseases and				
				rehabilitation				
				of patients				
			Public Health Concepts Five Concepts - World	Learn about	2	Fourth		
C	ral and		Health Organization	health concepts,				
	ritten	Lectures		levels and the basic items of				
	test	theory		the World				
	test			Health				
_				Organization				
			Public health fields - Environmental health -	Learn about the	2	Fifth		
			Definition - Components - Potable water - Methods	basic services				
			of transmission of diseases through water - Methods	provided by				
C	ral and		.of water purification	health				
	ritten	Lectures		departments and				
	test	theory		diseases				
				transmitted				
				through				
				contaminated				
				.water				
	. 1 1		Environmental Health - Atmospheric Health - 1. Air	the Learn about	2	Sixth		
	ral and	Lectures	Ventilation and its methods 3. Sewage 4. Pesticide .2	problem of		, Sevent		
	ritten	theory	.poisoning 5. Healthy housing	pollution,		Sevent		
	test		.r	environmental factors affecting				
				include an orthogonal				

		Personal health - fresh air - hygiene - harmful habits -	human health,		
		clothing - vaccinations - healthy ventilation, its methods and benefits	pesticide poisoning, and the components of healthy		
			Learn .housing about individual		
			health, the		
			importance of		
			vaccines in		
			strengthening		
			the body's immunity,		
			harmful habits,		
			and the		
			importance of		
			healthy		
			.ventilation		
ral and		Definition - Definition of food - Basic benefits of food - Healthy nutrition - Types of healthy foods - Vitamins - Diseases transmitted through food - Ways	Learn about vitamins, healthy food	2	The eigh
vritten	Lectures	to prevent diseases - Malnutrition and its diseases	and the most		
test	theory		important diseases		
			transmitted through food		
		Health education - definition of importance - fields -	Recognizing the	2	Ninth
ral and	Lectures	.methods and means	importance of health education		
vritten	theory		in spreading		
test	licery		health awareness		
		Rural health - definition - services provided in the	Get to know	2	11th/10t
		.countryside - health problems in rural Iraq Mental and psychological health - Definition - Health problems in general - Health problems (adolescents	Health services and problems in .rural Iraq		
ral and vritten	Lectures	and young adults) - Addiction - Alcoholic beverages and their effect on health - Drugs, opium and	Identifying		
test	theory	marijuana - Smoking - What happens to smokers - Health problems	health problems of adolescents and young		
			adults		
rol or d		Mental and psychological health - common mental	Recognizing	2	twelfth
ral and vritten	Lectures theory	illnesses - hysteria - headache - schizophrenia - ways .to prevent them	mental illnesses		
test					
		118			

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	Aging - Definition - Factors of aging - Elderly care - Common diseases among the elderly - Health services	Identifying factors of aging,	2	thirteenth
Lectures theory	 available to the elderly - Brain function - Causes of .aging - Symptoms Disabled Health - Definition - Rehabilitation - Physical Rehabilitation - Psychological Rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Physiotherapy and Psychiatry 	elderly care, and common diseases in the .elderly Learn about the rehabilitation of disabled individuals		ourteent
Lectures theory	Occupational health - importance - improving and developing the environment in the laboratory - means used in the health examination of the worker - protecting the worker from procedures of accidents in the laboratory - health care for injured workers - diseases common among workers - diseases resulting from physical (natural) factors	Identifying accidents in the laboratory and protecting .workers	2	fifteent
Lectures theory	Endemic diseases - malaria - definition - causes - symptoms - causative agents of malaria - transmission of the disease - life cycle of the vector - .disease control (monitoring, control and treatment) Endemic diseases - Schistosomiasis - Definition - Causes - Methods of transmission of the disease - Occurrence of the disease - Symptoms of the disease - Incubation period - Control of the disease	Learn about malaria, methods of control and effective treatment Learn about schistosomiasis and methods of control and treatment	2	sixteenth eventeen
Lectures theory	Intestinal worms (hookworms) - definition - host factor - worm life - female laying eggs - time of egg hatching - worm life cycle - worm symptoms - .prevention - and treatment	Hookworm Recognition and Treatment	2	eighteen
Lectures theory	Intestinal worms - pinworm - definition - worm life - female laying eggs - time of egg hatching - worm life .cycle - worm symptoms - prevention - and treatment	Identifying the pinworm, symptoms, prevention and treatment	2	nineteen
Lectures theory	Intestinal worms - Ascaris worm - Definition - Host factor - Female laying eggs - Life cycle of the worm - .Symptoms of the worm - Prevention - and treatment	the Identifying Ascaris worm, symptoms of the worm, prevention and treatment	2	Twenty
Lectures theory	Infectious and communicable diseases (communicable diseases) - Cholera - Definition - Host factor - Incubation period of the disease - Symptoms of the disease - Methods of transmission .of infection - Prevention and treatment	Identify cholera, symptoms, transmission methods, prevention and	2	twenty or
	theory Lectures theory Lectures theory Lectures theory Lectures	Lectures theoryCommon diseases among the elderly - Health services available to the elderly - Brain function - Causes of . aging - SymptomsLectures theoryDisabled Health - Definition - Rehabilitation - Physical Rehabilitation - Physicological Rehabilitation - Physiotherapy and PsychiatryLectures theoryOccupational health - importance - improving and developing the environment in the laboratory - means used in the health examination of the worker - protecting the worker from procedures of accidents in the laboratory - health care for injured workers - diseases common among workers - diseases resulting from physical (natural) factorsLectures theoryEndemic diseases - malaria - definition - causes - symptoms - causative agents of malaria - transmission of the disease - life cycle of the vector - .disease control (monitoring, control and treatment) Endemic diseases - Schistosomiasis - Definition - Causes - Methods of transmission of the disease - locutrence of the disease - Symptoms of the disease - Incubation period - Control of the disease - Incubation gegs - time of egg hatching - worm life - eworm symptoms - .prevention - and treatmentLectures theoryIntestinal worms - pinworm - definition - worm life .cycle - worm symptoms - prevention - and treatmentLectures theoryIntestinal worms - Ascaris worm - Definition - Host factor - Female laying eggs - Life cycle of the worm - .Symptoms of the worm - Prevention - and treatmentLectures theoryInfectious and communicable diseases - (communicable diseases) - Cholera - Definition - Host factor - Incubation period of the	Lectures theoryCommon diseases among the elderly - Health services available to the elderly - Brain function - Causes of aging - Symptomsfactors of aging, elderly care, ad common diseases in the .elderly Lectures theoryLectures theoryDisabled Health - Definition - Rehabilitation Physical Rehabilitation - Psychological Rehabilitation - Psychological Rehabilitation - Psychological Rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Psychological means used in the health - importance - improving and developing the environment in the laboratory - means used in the health examination of the worker - protecting the worker from procedures of accidents in the laboratory - health care for injured workers - disease common among workers - diseases resulting from physical (natural) factorsLearn about malaria, methods of control and effective treatment LecturesLectures theoryEndemic diseases - malaria - definition - causes - symptoms - causative agents of malaria - transmission of the disease - life cycle of the vector - disease control (monitoring, control and treatment) Endemic diseases - Symptoms of the disease - locurrence of the disease - Symptoms of the disease - locurrence of the disease - Symptoms of the disease - locurence of the disease - Symptoms of the disease - locurence of the disease - Symptoms - prevention - and treatmentLearn about malaria, methods of control and treatmentLectures theoryIntestinal worms (hookworms) - definition - host factor - worm life - female laying eggs - time of egg hatching - worm life .yrevention - and treatmentIdentifying the pinworm, symptoms, prevention and treatmentLectures theoryIntestinal worms - Ascar	Lectures theoryCommon diseases among the elderly - Health services available to the elderly - Bain function - Causes of aging - Symptomsfactors of aging, elderly care, and common diseases in the elderly learn about the rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Physiotherapy and Psychiatryfactors of aging, enderly learn about the relabilitation or Social Rehabilitation - Vocational developing the environment in the laboratory - means used in the health care for injured worker - protecting the worker from procedures of accidents in the laboratory - health care for injured worker - diseases common among workers - diseases resulting from physical (natural) factorsLearn about methods of control and effective treatment Learn about methods of control and effective treatmentLearn about methods of control and effective treatment2Lectures theoryIntestinal worms (hookworms) - definition - nost factor - worm life - fende laying eggs - time of egg hatching - worm life cycle - worm symptoms - prevention - and treatmentLearn about methods of control and treatment2Lectures theoryIntestinal worms - pinworm - definition - worm life factor - worm symptoms - prevention - and treatmentIdentifying the pinworm, symptoms, prevention - and treatment2Lectures theoryIntestinal worms - Ascaris worm - Definition - Host factor - Female laying eggs - Life cycle of the worm . greet of the diseases - . Symptoms of the worm - Prevention - and treatmentIdentifying the control and treatment2Lecture

ral and vritten	Lectures	Communicable diseases - Mumps - Definition - Host - factor - Incubation period of the disease	Recognizing Mumps	2	Twenty
	I ectures				
test	theory	Symptoms of the disease - methods of transmission .of the disease - prevention and treatment	Symptoms of the disease - prevention and .treatment		second
ral and vritten test	Lectures theory	Communicable diseases - polio - definition - causative agent - symptoms of the disease - methods .of transmission - prevention and treatment	Learn about polio	2	twenty- third
ral and vritten test	Lectures theory	Communicable diseases - measles - definition - causative agent - incubation period of the disease - symptoms of the disease - incubation period of the disease - complications of the disease - prevention .and treatment Communicable diseases - Tuberculosis - Definition - - Causative agent - Incubation period of the disease Symptoms of the disease - methods of transmission	Recognizing measles	2	twenty- fourth/tw ty–fifth
ral and vritten	Lectures	of the disease - prevention and treatment Blood diseases - definition - components - cells - / red blood cells (production history) - blood transfusion process - blood type - shock and its .symptoms Nutritional anemia - its types - cardiovascular diseases - their causes - their types - causes of blood clotting - sources that cause heart diseases - general	Identifying blood diseases To know more Basic principles of first aid	2	twenty- sixth/twe y–seven
test	theory	.prevention - the heart - its components - the arteries First aid and civil defense: Learn - Basic principles of first aid - Contents of the first aid box in the home .and health institutions School Health - School Health Program within	Learn about the	2	Twenty
ral and vritten test	Lectures theory	- Primary Health Care Common diseases among students - Components of the school health program - School health values - School health education - Training of school health .workers - Conducting research in school health	school health program within primary care	2	eighth
ral and vritten test	Lectures theory	Maternity and Child Care: Importance - Health Services for Mothers - Premarital Care - Pregnancy Care - Treatment of Symptoms and Signs of Disease During Pregnancy - Full Care and Prevention of .Pregnancy Complications and Treatment	Get to know Maternal health services - premarital care - pregnancy care	2	twenty- ninth
ral and vritten test	Lectures theory	Other diseases - AIDS - Bird flu - Swine flu - Vital .statistics	Identify some viral diseases, their transmission methods and treatment	2	thirty

Infrastructure .7	
Required reading Basic Texts ■ Course books ■ Other ■	Course books Community Health Dr. Talal Yassin Muhammad assistant professor
Special requirements (including for example, workshops periodicals, software, an (website	Special programs and websites
Social services (including, for example, guest lectures vocational training, and fiel (studie	Vocational training
Acceptance .78	
Prerequisite	
least number of student	
The largest number o student	
m	Course Description Form

Review of the performance of higher education institutions ()academic program review()

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. . It must be linked to the programme description

Diwaniyah Technical Institute

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	Health manag	gement teo	chnique	es Ur
		Communi	ity Healt	th
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	Seco	ond acade	mic yea	ar
				-
	the total	prac tical	theore tical	
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			2023	
General objective: Providing sti	idents with general health infor	mation to	o enab	le her
Specific objective: To familia	rize the student with the genera	al conditi	ons of	hu ma
Learning outcomes, teach	ing and learning methods and ass	essment	.88	
	A- Knowledge and under	-		
A2- Classification indexing and	A1- Storage pro arrangement of materials in ward			
	ntifying handling systems in ward			
	How to maintain warehouses and			
	A5- Warehouse planning and	•		
	b- Subject-spec		5	
.B1 - Give the number and date o	-			
	ng symbols in ordering and classi			
-	plying indexing rules to stored m			
.B4- Use the storage card for	easy access and retrieval of info	rmation		
	122			

Teaching and learning methods

Giving theoretical lectures-Show movies-Discussion-

Evaluation methods

Oral and written test-

C- Thinking skills A1- Brainstorming A2- Visual aids

Teaching and learning methods

Intellectual questionsfee-

Evaluation methods

Oral and written test-

D - General and transferable skills (other skills related to employability and .(personal development D1- D1- Speed of receiving information .D2- Give the correct answer as soon as possible

D3- Apply information accurately and efficiently

D4- Ease of transferring information to others

	Course structure .89						
Evalu ation metho d	Teaching method	Name of unit/course or topic	Required learning outcomes	Hour s per week	The week		
Oral and writte n test	Lectures theory	- Community health - definition - health - definition .components of health	Learn about health, its components and health services	2	the first		
Oral and writte n test	Lectures theory	general method of health meaning - Health statistics - mortality and birth rates (health measures research - .(and indicators	Learn about the sections of statistics, sources of sample collection, and .survey methods	2	the second		
Oral		Indicators include the goal of health institutions - special preventive measures - detection of diseases - .treatment of diseases - rehabilitation of patients	Learn how to achieve the main goal of health	2	the third		
and writte n test	Lectures theory		institutions, early detection of diseases and rehabilitation of patients				
Oral and writte n test	Lectures theory	Public Health Concepts Five Concepts - World Health Organization	Learn about health concepts, levels and the basic items of the World Health Organization	2	Fourth		
Oral and writte n test	Lectures theory	Public health fields - Environmental health - Definition - Components - Potable water - Methods of transmission of diseases through water - Methods .of water purification	Learn about the basic services provided by health departments and diseases transmitted through contaminated .water	2	Fifth		
	124						

		Environmental Health - Atmospheric Health - 1. Air	the Learn about	2	Sixth /
Oral and	Lectures	Environmental Health - Atmospheric Health - 1. Air Ventilation and its methods 3. Sewage 4. Pesticide .2 .poisoning 5. Healthy housing Personal health - fresh air - hygiene - harmful habits - clothing - vaccinations - healthy ventilation, its methods and benefits	the Learn about problem of pollution, environmental factors affecting human health, pesticide poisoning, and the components of healthy Learn .housing about individual health, the	2	Sixth / Seventh
writte n test	theory		importance of vaccines in strengthening the body's immunity, harmful habits, and the importance of healthy .ventilation		
Oral and writte n test	Lectures theory	Definition - Definition of food - Basic benefits of food - Healthy nutrition - Types of healthy foods - Vitamins - Diseases transmitted through food - Ways to prevent diseases - Malnutrition and its diseases	Learn about vitamins, healthy food and the most important diseases transmitted through food	2	The eighth
Oral and writte n test	Lectures theory	Health education - definition of importance - fields - .methods and means	Recognizing the importance of health education in spreading health awareness	2	Ninth
Oral and writte n test	Lectures theory	Rural health - definition - services provided in the .countryside - health problems in rural Iraq Mental and psychological health - Definition - Health problems in general - Health problems (adolescents and young adults) - Addiction - Alcoholic beverages and their effect on health - Drugs, opium and marijuana - Smoking - What happens to smokers - Health problems	Get to know Health services and problems in .rural Iraq Identifying health problems of adolescents and young adults	2	11t/10th h
125					

		1			
Oral		Montal and psychological health	Recognizing	2	twelfth
and	Lectures	Mental and psychological health - common mental illnesses - hysteria - headache - schizophrenia - ways	mental illnesses		
writte	theory	.to prevent them			
n test					
		Aging - Definition - Factors of aging - Elderly care -	Identifying	2	
		Common diseases among the elderly - Health services	factors of aging,	2	thirteent
Oral		available to the elderly - Brain function - Causes of	elderly care,		h/fourte
and	Lectures	.aging - Symptoms	and common		enth
writte		Disabled Health - Definition - Rehabilitation -	diseases in the .elderly		
n test	theory	Physical Rehabilitation - Psychological	Learn about the		
II test		Rehabilitation - Social Rehabilitation - Vocational	rehabilitation of		
		Rehabilitation - Physiotherapy and Psychiatry	disabled		
			individuals Identifying	2	6.6.............
		Occupational health - importance - improving and	accidents in the	2	fifteenth
Oral		developing the environment in the laboratory -	laboratory and		
	Lectures	means used in the health examination of the worker -	protecting		
and		protecting the worker from procedures of accidents in the laboratory - health care for injured workers -	.workers		
writte	theory	diseases common among workers - diseases resulting			
n test		from physical (natural) factors			
			Learn about	2	sixteent
		Endemic diseases - malaria - definition - causes -	malaria,		
0 1		symptoms - causative agents of malaria -	methods of		h/sevent
Oral	T (transmission of the disease - life cycle of the vector - .disease control (monitoring, control and treatment)	control and effective		eenth
and	Lectures	Endemic diseases - Schistosomiasis - Definition -	treatment		
writte	theory	Causes - Methods of transmission of the disease -	Learn about		
n test		Occurrence of the disease - Symptoms of the disease - Incubation period - Control of the disease	schistosomiasis and methods of		
		incubation period - Control of the disease	control and		
			treatment		
Oral		Intestinal worms (hookworms) - definition - host	Hookworm	2	eighteen
and	Lectures	factor - worm life - female laying eggs - time of egg	Recognition and		th
writte	theory	hatching - worm life cycle - worm symptoms - .prevention - and treatment	Treatment		ui
n test		presention and touthout			
Oral		Intestinal worms - pinworm - definition - worm life -	Identifying the	2	nineteen
and	Lectures	female laying eggs - time of egg hatching - worm life	pinworm,		th
writte	theory	.cycle - worm symptoms - prevention - and treatment	symptoms, prevention and		ui
n test			treatment		
		Intestinal worms - Ascaris worm - Definition - Host	the Identifying	2	Twenty
and	Lasta	factor - Female laying eggs - Life cycle of the worm	Ascaris worm,		
writte	Lectures	Symptoms of the worm - Prevention - and - .treatment	symptoms of		
n test	theory	troumont	the worm, prevention and		
			treatment		
126					

Oral and writte n test	Lectures theory	Infectious and communicable diseases (communicable diseases) - Cholera - Definition - Host factor - Incubation period of the disease - Symptoms of the disease - Methods of transmission .of infection - Prevention and treatment	Identify cholera, symptoms, transmission methods, prevention and treatment	2	twenty one
Oral and writte n test Oral and writte n test	Lectures theory Lectures theory	Communicable diseases - Mumps - Definition - Host - factor - Incubation period of the disease Symptoms of the disease - methods of transmission . of the disease - prevention and treatment Communicable diseases - polio - definition - causative agent - symptoms of the disease - methods . of transmission - prevention and treatment	Recognizing Mumps Symptoms of the disease - prevention and .treatment Learn about polio	2	Twenty– second twenty– third
Oral and writte n test	Lectures theory	Communicable diseases - measles - definition - causative agent - incubation period of the disease - symptoms of the disease - incubation period of the disease - complications of the disease - prevention .and treatment Communicable diseases - Tuberculosis - Definition - - Causative agent - Incubation period of the disease Symptoms of the disease - methods of transmission of the disease - prevention and treatment	Recognizing measles	2	twenty– fourth/t wenty– fifth
Oral and writte n test	Lectures theory	Blood diseases - definition - components - cells - / red blood cells (production history) - blood transfusion process - blood type - shock and its .symptoms Nutritional anemia - its types - cardiovascular diseases - their causes - their types - causes of blood clotting - sources that cause heart diseases - general .prevention - the heart - its components - the arteries First aid and civil defense: Learn - Basic principles of first aid - Contents of the first aid box in the home .and health institutions	Identifying blood diseases To know more Basic principles of first aid	2	twenty– sixth/tw enty– seventh
Oral and writte n test	Lectures theory	School Health - School Health Program within - Primary Health Care Common diseases among students - Components of the school health program - School health values - School health education - Training of school health .workers - Conducting research in school health	Learn about the school health program within primary care	2	Twenty- eighth
Oral and writte n test	Lectures theory	Maternity and Child Care: Importance - Health Services for Mothers - Premarital Care - Pregnancy Care - Treatment of Symptoms and Signs of Disease During Pregnancy - Full Care and Prevention of .Pregnancy Complications and Treatment	Get to know Maternal health services - premarital care - pregnancy care	2	twenty– ninth
		127			

0 1		Other diseases - AIDS - Bird flu - Swine flu - Vital .statistics	Identify some	2	thirty	
Oral and writte n test	Lectures theory		viral diseases, their transmission methods and treatment			
				Infrastr	ucture .90	
		Course books Community Health Dr. Talal Yassin Muhammad assistant professor		:Required readings Basic Texts Course books Other irements (including xample, workshops licals, software, and (websites vices (including, fo nple, guest lectures al training, and field (studies		
		Special programs and websites	for exa			
		Vocational training	examj			

